# Case and Outbreak Reporting for COVID-19 at a School

## Quick Reference Guide for Nurses and Administrators

Schools are expected to report any COVID-19 cases associated with the school including students, teachers and other staff within 24 hours of being notified of result. Contact Tracing is not expected of school to identify if cases are epidemiologically linked.

## Which tool is used to report?

**TESTS PERFORMED AT SCHOOL**
**Simple Report:** CDC | SimpleReport is an online tool to report positive COVID-19 test results administered by the school nurse. Negative results are not required to be entered. Results that are entered generate a laboratory report that is communicated with the Health Department and identifies the case with the school.

**TESTS REPORTED FROM HOME**
**Case reporting tool:** COVID-19 Case Report is for schools to report cases associated or identified with their school. These are positive home tests reported by families or staff. The school nurse is not reporting on behalf of the parent or provider, nor are they validating the result. The purpose is to identify positive cases within the school.

**REPORTING POTENTIAL OUTBREAKS**
**Outbreak reporting tool:** VDH Outbreak Reporting Tool | SMART is used if the school is concerned about a cluster of three or more cases of COVID-19 in their school, reported within a 14-day period, may be related. This notifies the Health Department of a suspected outbreak.

> **For example:**
> - Three or more cases from the same household or gathering outside of school would not be expected to be reported.
> - Three or more cases within the same class or in-school group activity would be expected to be reported.

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### Requirements for Reporting Cases of COVID-19 to the Vermont Department of Health

Reporting requirements are established in the communicable disease reporting rule through the legislature. Timely reporting helps the Health Department understand the epidemiology of communicable diseases and the community impact. The state's reportable communicable disease rule mandates that nurses and school health officials promptly report when an individual is sick with a listed infectious disease, including COVID-19. The rule also requires schools to report patterns of cases that suggest unexpected disease outbreaks of particular concern.

Contact tracing and case investigation is not the role of the school during widespread, ongoing transmission of COVID-19 in schools.

### Tests to Be Reported:

- Positive diagnostic COVID-19 tests reported by parent/caregiver or staff;
- Tests administered by you to a symptomatic student or staff member in your school that result positive.

### When tests are to be reported within next business day:

- Notification by parent/caregiver or staff to school reporting positive test result;

- COVID-19 test administered by school nurse that results positive.

### What is to be included in report:

- ✓ Name
- ✓ Date of birth
- ✓ Age
- ✓ Sex
- ✓ Race
- ✓ Ethnicity
- ✓ Address
- ✓ Telephone number
- ✓ Name of health care provider/physician
- ✓ Address of health care provider/physician
- ✓ Name of disease being reported
- ✓ Date of onset of the disease

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