



# Protocol for Reporting a Positive COVID-19 Case

# Yazoo County School District

Date: August 5, 2020

# COVID-19 Communications Protocol

To be completed within 24 hours of report of positive COVID-19 Case:

## 1. Interview the staff member to learn additional details

Ask additional questions such as:

- (1) When did you learn of your test results?
- (2) When was your last time in the office/school/ other work space?
- (3) Which fellow staff members did you interact with?

## 2. Provide the employee with Employee FAQs and Exposure Notification Guidance.

## 3. Draft a letter communicating with team members using the provided communication template at the back of the YCSD Full Plan Document of the re-opening plan entitled, "YCSD Re-Start SMART." Communicate with the Assistant Superintendent or Superintendent to review and sign letter.

## 4. Send signed letter to those employees impacted by exposure and identified in contact tracing.

## 5. Contact Dr. Terri Rhea ([terri.rhea@yazoo.k12.ms.us](mailto:terri.rhea@yazoo.k12.ms.us)) and/or Lisa Worthy ([lisa.worthy@yazoo.k12.ms.us](mailto:lisa.worthy@yazoo.k12.ms.us)) to initiate contact tracing.

## 6. Email or call Coach Joe Odum ([joe.odum@yazoo.k12.ms.us](mailto:joe.odum@yazoo.k12.ms.us)) to inform him of the need for enhanced cleaning protocol.

# Family Educational Rights and Privacy Act (FERPA)

## **What is FERPA?**

Federal law that affords parents the right to have access to their children's educational records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

# Health Insurance Portability and Accountability Act (HIPAA)

## **What is HIPPA?**

Federal law which contains a privacy rule regarding the sharing of medical information. K-12 schools are generally governed under FERPA because the health records collected within schools are deemed to be part of the student's educational record.

### Two Notable Exceptions for K-12 Public Schools:

- (1) School Nurses; and
- (2) Externally contracted medical services offered at schools.