

DOH-DOE Office Hours Presentation

Revised Community Transmission Definitions and School Notification and Contact Tracing

Aug. 14, 2020

Community Transmission Definitions

- Community Impact Map:
<https://doh.sd.gov/news/Coronavirus.aspx#SD>

* Counties
 <35,000
 population

Levels	Definition	Revised Levels	Revised Definition
None	Zero Community-acquired cases	None/Minimal	<10 cases / 100,000 OR 0–3 cases*
Minimal/Moderate	1–4 Community-acquired cases	Moderate	10–100 cases / 100,000 OR 4–9 cases*
Substantial	5+ Community-acquired cases	Substantial	>100 cases / 100,000 OR 10 or more cases*



Community-acquired: no exposure to a COVID-19 case or history of travel to an area with COVID-19 transmission

Rate Calculation

$$\frac{\text{Number of **NEW** cases in the county (Sun – Sat)}}{\text{County Population}} \times 100,000 = \# \text{ Cases per } 100,000$$

EXAMPLE 1 (Brown Co):

$$\frac{5}{38,840}$$

$$\times 100,000 = 12.9$$

MODERATE

EXAMPLE 2 (Clark Co):

$$\frac{11}{3,673}$$

County Population <35,000, so
Rely on # Cases

SUBSTANTIAL

School Notification and Contact Tracing Process

DOH Notification to School

1. Following notification to positive case, DOH investigator will notify school point of contact (POC)
2. DOH will provide school with COVID-19 Reporting Document to record the following information for the positive case and school-related close contacts. Please submit this information to the DOH Investigator as soon as possible.
 - Name
 - Parent(s) / Guardian
 - Indicate if close contact is a student or faculty member
 - Birthdate
 - Address
 - Phone number/ other contact information
 - Timeframe of attendance and setting
 - Classroom (gym, music), bus, extracurricular activity (sport / club name), lunchroom, after school care, locker / back pack area
3. DOH will contact close contacts and provide quarantine recommendations.
4. School may consider sending COVID-19 Exposure Notification letter drafted by DOH
 - School Close Contact Letter
 - School General Notification Letter
 - Notification considerations
5. After investigation is complete, DOH investigator will provide mitigation strategies to POC
 - DOH will share identified spaces in the school where exposure occurred
 - Preventative measures (i.e. masking, hand hygiene, clean high touch surfaces, avoid sharing items)
6. School can participate in daily DOE/DOH “Office Hours” for additional questions and assistance as necessary
 - Monday through Friday, 9:00AM-10:00AM CT

What is the school POC's responsibility with contact tracing?

1. Once the DOH receives confirmation of a positive case, the DOH investigation specialist will contact the school's POC.
2. DOH will ask for information specific to the case. Information included, but not limited to:
 - Name and parent/guardian information
 - Indicate if close contact is a student or faculty member
 - Birthdate
 - Demographic information (address & phone number)
 - Timeframe of attendance and setting
 - Classroom (gym, music), bus, extracurricular activity (sport / club name), lunchroom, after school care, locker / back pack area
 - Potential student rosters
3. School POC will be requested to assist DOH in identifying students who meet the criteria of "close contact".
 - For COVID-19, a **close contact** is **defined** as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
 - Identifying close contacts is not limited to "6 foot for 15 minutes or longer".
 - Length of exposure in confined settings, heavy exertion, contact sports and other factors are considered when identifying close contacts. These factors can impact who is considered a close contact.
 - Masking is effective in reducing the risk of transmission to others, but does NOT rule that person out as a close contact.

What is the school POC's responsibility with contact tracing? (cont.)

4. Once a list of close contacts is determined, the DOH will reach out to each of the close contacts to inform them of exposure and provide quarantine recommendations.
5. School may consider sending COVID-19 Exposure Notification letter drafted by DOH.
 - School Close Contact Letter
 - School General Notification Letter
 - Notification considerations
6. School can participate in daily DOE/DOH "Office Hours" for additional questions and assistance as necessary.
 - Monday through Friday, 9:00AM-10:00AM CT

What schools can do if they learn about a positive case before DOH?

1. Superintendent or POC should exclude positive case from school.
2. POC can begin collecting information outlined on COVID-19 Reporting Document for positive case and potential close contacts.
 - Name
 - Parent(s) / Guardian
 - Indicate if close contact is a student or faculty member
 - Birthdate
 - Address
 - Phone number/ other contact information
 - Date of exposure
 - Duration of Exposure
 - Location of Exposure
 - Classroom (gym, music), bus, extracurricular activity (sport / club name), lunchroom, after school care, locker / back pack area
3. After lab reports positive case to DOH, DOH investigator will notify positive case and school POC.
4. POC should provide any information collected on the COVID-19 Reporting Document to DOH Investigator.
5. DOH will provide close contacts with quarantine recommendations
6. After confirmation of a positive case, the school may consider sending COVID-19 Exposure Notification letter drafted by DOH
 - School Close Contact Letter
 - School General Notification Letter
7. After investigation is complete, DOH will provide mitigation strategies to POC
 - DOH will share identified spaces in the school where exposure occurred
 - Preventative measures (i.e. masking, hand hygiene, clean high touch surfaces, avoid sharing items)
8. School can participate in daily DOE/DOH “Office Hours” for questions and assistance
 - Monday through Friday, 9:00AM-10:00AM CT

COVID-19 Reporting Document

COVID-19 Reporting Excel Document, Page 1 - Case Information

PLEASE RETURN THIS WORKSHEET TO THE DOH INVESTIGATOR		
INVESTIGATOR:		INVESTIGATOR (BACK-UP)
INVESTIGATOR PHONE NUMBER		BACK UP PHONE NUMBER
INVESTIGATOR EMAIL		BACK UP EMAIL
COMPLETE SHEET 1 ON POSITIVE CASE, COMPLETE SHEET 2 FOR CONTACTS		
SCHOOL INFORMATION		
Person Completing Form:		NOTES YOU WANT TO SHARE:
Phone Number of Person Completing Form:		
Email of Person Completing Form:		
School District:		
School Name:		
POSITIVE CASE INFORMATION		
Student First Name:		
Student Last Name:		
Student Date of Birth:		
Parent/Guardian Name(s):		
Address		
Apt#/Lot#/P.O. Box#		
City		
State		
Zip Code		
County		
Country	USA	
Phone Number 1		
Phone Number 2		
E-Mail Address		
Date Student was Last In School		
Does This Student Ride the Bus?		
Bus #		
Extra Curricular Activity (ex:sport)		
Last Date Attended		
Extra Curricular Activity #2		
Last Date Attended		
Pre/Post School Care or Program?		
Did Student Leave Campus?		

COVID-19 Reporting Document

Page 2 – School Close Contacts

	A	B	C	O	P
1	PERSONS EXPOSED TO COVID-19 (CONTACTS)		A CONTACT IS A PERSON EX		
2	INDICATE IF STUDENT OR FACULTY (TITLE)	FIRST NAME	LAST NAME	DURATION OF EXPOSURE	LOCATION OF EXPOSURE (classroom/bus,
3					
4					
5					
6					