



# Northeast District Department of Health

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**69 South Main Street, Unit 4, Brooklyn, CT 06234**

**860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)**

## **NDDH Protocols for Coordination of COVID-19 Response with Schools**

*All NDDH protocols are subject to change. Find the most current version at:*

<https://www.nddh.org/services/emergency-preparedness/coronavirus-disease-2019-covid-19/>

### **Notification of a Case by NDDH to a School**

Upon receipt of notification from a physician, laboratory, or the CT COVID-19 ContaCT Tracing system that a COVID-19 Case (an individual who has been confirmed as being positive by laboratory testing) has been present at a school, school property or school event, the NDDH Public Health Nurse will notify the NDDH Director of Health that a Case has been identified and will call the appropriate school nurse.

### **Communication of Confidential Information**

The NDDH Public Health Nurse will only discuss private health information with the School Nurse. The NDDH Director of Health may grant special exceptions to allow the NDDH Public Health Nurse to discuss private health information with other school representatives on a need-to-know basis. Superintendents may submit a list of additional individuals who have been trained by the school in appropriate privacy laws and COVID-19 response activities as alternate persons to conduct COVID-19 tracking with specific permission to receive and share confidential information. It is recommended that this person be a health professional trained in contract tracing.

### **Contact Tracing**

The NDDH Public Health Nurse will work with school nurses or approved school personnel to identify all close Contacts of COVID-19 Cases in accordance with all public health guidelines. “Contacts” are individuals who spent at least 15 minutes within six feet of a confirmed Case or had a direct exposure such as being sneezed or coughed on in the face. NDDH will work with schools to ensure that all Contacts receive timely and accurate information to protect themselves and others from COVID-19.

**Requests for Notifications to Students, Staff, Families, or the Public**

Requests from schools for assistance in writing letters or other forms of notification will be accepted from Superintendents and submitted to the Director of Health or designee. Superintendents may submit a list of additional individuals who have been approved to work with NDDH to write official school notifications.

Under no circumstances will private health information be discussed by the Director of Health or designee when preparing any notifications. School officials are expected to maintain the same standards regarding confidential information.

Schools are asked to ensure that NDDH approves any notification that includes alternative language describing NDDH activities and to copy NDDH on all correspondence that references NDDH. Schools should send these requests and notifications to the NDDH Education and Communications Coordinator.

**Lines of Communication**

NDDH will provide school nurses, principals and superintendents with the email addresses, telephone numbers and job title/responsibilities for NDDH staff assigned to these activities. School officials are expected to provide NDDH with all necessary information for their staff.