



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

As of: September 18, 2020

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 provide guidance to school officials on how to determine who is a contact and how long to exclude individuals from school based on symptoms or status as a case or contact. NDDH will work with schools to ensure that all Contacts receive timely and accurate information to protect themselves and others from COVID-19.

Assistance in Preparing 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.

NDDH and CSDE have shared notification templates that schools may use to provide information to parents and the school community. 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 NDDH Education and Communications Coordinator Linda Colangelo at lcolangelo@nddh.org.

Lines of Communication

It is important that NDDH and school officials are able to reach each other on a 24/7 basis. NDDH will provide superintendents, principals, school nurses, and COVID-19 liaisons with the email addresses, telephone numbers and job title/responsibilities for NDDH staff assigned to COVID-19 activities. School officials are expected to provide NDDH with all necessary contact information.

NDDH Contact Information

NDDH Main Number – 860-774-7350

Director of Health Sue Starkey – x. 119; sstarkey@nddh.org

Public Health Nurse Janine Vose x. 124; phnurse@nddh.org

Education & Communications Coordinator Linda Colangelo – x. 114; lcolangelo@nddh.org

Note - 24/7 contact phone numbers for NDDH COVID-19 staff have been shared with school superintendents, principals, nurses, and COVID-19 school liaisons.

NDDH Office Hours

NDDH office hours are Monday – Thursday, 8:00 am – 4:00 pm and Fridays 8:00 am – noon. Please leave a message if calling outside office hours. Contact appropriate personnel above via cell phone for urgent matters.

Schools are welcome to build their protocols based on current Northeast District Department of Health (NDDH) protocols.