COVID-19 Investigation and Control Instructions for Schools
From the Rock County Public Health Department
Updated 8/21/20

Dear (School District/and or contact person):

Communication between the local health department and the school nurse is going to be imperative to help prevent the spread of COVID-19 in your school building. We will be providing you with the tools necessary to help monitor illness and absence tracking within your school building. Use this guide and attachments to find the resources for prevention and monitoring, education for staff, students, and parents, and other resources.

1. Please make sure that the Public Health Nurse (PHN) assigned to your school building or district has all of your contact information.

2. School nurse (or designee) will monitor each school building assigned and track absences using COVID-19 tracking template. (Attached)
   a. The school nurse or designee is to enter absence numbers into the tracking tool daily.
   b. If student or staff absences reach the caution level, the school nurse will contact their administration team and designated PHN.

3. The school nurse does not need to report a daily line list of absences or list of children sent home due to illness. Utilize the monitoring tool mentioned above and report any concerns immediately.
   a. If a line list is requested or warranted please follow the following guidelines: Send the completed line list to your designated public health nurse contact daily, with Encrypted in the subject line of the e-mail. Line lists are to be completed by the end of each day, or email “no changes/revisions to the line list”. You may also fax to the RCPHD: 608-758-8423.

4. The school nurse will be responsible for assisting with contact tracing in the school.
   a. See School Nurse Contact Tracing Flowchart for responsibilities.
   b. School Nurse/Teacher/PHN will use the classroom closure guideline to assist with finding contacts in the classroom and to determine whether or not classroom can move locations or if they need to move to virtual
   c. All parents/guardians of close contacts to a positive person will be notified that they will need to pick up their child from school immediately.

5. The Public Health Nurse will provide current recommended infection prevention and control guidance, including PPE, ill staff and student exclusions, and cleaning/disinfection. Current recommendations can be found at

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Setting-specific guidance can be found at the links below:

- Colleges Universities Institutes of Higher Learning
- Interim COVID-19 Infection Control and Mitigation Toolkit
- Guidelines for the Prevention, Investigation, and Control of COVID-19 Outbreaks in K-12 Schools in Wisconsin
- Reopening School Building Risk Assessment Tool
- COVID-19 Transportation Guidance
- Interim COVID-19 Cafeterias and Food Service Guidance
- Checklist and Documentation COVID-19 Infection Control for K-12
- Education Forward- Operating Schools During a Pandemic
- Considerations in Using Facial Coverings When Supporting Students during In-Person Instruction
- COVID-19 School Absence Tracking Sheet
- Rock County School Data Tracking Tool –Attachment
- Considerations for Schools
- Cleaning and Disinfecting Your Facility
- Return to Work Criteria
- For critical infrastructure businesses only- Please review the following CDC guidance: Return to Work Guidance

6. Make sure to notify only those necessary that there is a confirmed cases within an area of the school so staff and students can remain vigilant about infection control and personal protection. Names or other identifying information of confirmed cases are to remain confidential.

7. Additional School Resources
   a. “For profit” Schools/Organizations
      i. Encouraged to locate their own supplier for PPE.
      ii. Here is a resource that Wisconsin Economic Development Corporation (WEDC) was promoting. They promoted it as a source for businesses to be matched up with local suppliers for PPE. [https://wisconsinsuppliernetwork.com/](https://wisconsinsuppliernetwork.com/)
   b. “Non-profit” Schools/Organizations (Only non-profits and their typical first responders, healthcare, etc. get the PPE requests fulfilled at Rock County EOC)
      i. Refer to EOC (First municipality, if located in Janesville or Beloit; then County EOC)
      ii. PPE is distributed based off priority.
      Contact Info:
         The Janesville local EOC: 608-373-6021.
         Website: [https://www.ci.janesville.wi.us/Home/Components/News/News/13346/29?backlist=%2F](https://www.ci.janesville.wi.us/Home/Components/News/News/13346/29?backlist=%2F)
         The Beloit EOC: 608-364-5880.
         The Rock County EOC: Eoc.eoc@co.rock.wi.us.
      iii. PPE Considerations for Schools-DPI
   c. Education for Staff & Students:
i. Hand washing information:
   1. https://www.cdc.gov/handwashing/when-how-handwashing.html
   2. https://www.youtube.com/watch?v=3SFHDshKq0

ii. Mask information:
   1. Cloth Face Covering - What Families Need to Know

iii. Social distancing information:

iv. Cough Etiquette

d. Education for Health Staff:
   i. PPE (Personal Protective Equipment) Guidance:
      i. https://www.dhs.wisconsin.gov/covid-19/ppe.htm
      iii. https://www.youtube.com/watch?v=eVJbenwzR1s
      iv. https://www.youtube.com/watch?v=PQxOc13DxVQ&feature=youtu.be
      v. https://www.youtube.com/watch?v=6gkXV4kmp7c&t=100s
      vi. https://www.youtube.com/watch?v=Tzpz5fko-fg
      vii. https://www.youtube.com/watch?v=D38BjgUdL5U

e. Education for Parents:
   i. Checklist: Planning for In-Person Classes

8. Please see additional attached documents:
   a. COVID-19 Brochure for Parents
   b. Return to School Guide
   c. COVID-19 School Guidance for Exposures, Symptoms, and Positive Events
   d. Rock County COVID-19 Dashboard for Schools
   e. Rock County Schools In Person - Virtual Decision Guide
   f. COVID-19 Tracking Template
   g. Classroom Closure Guidance
   h. School Nurse Contact Tracing Guidance
   i. Resource Guidebook for Schools/Colleges for the following letters:
      i. Welcome parent letter
      ii. Notification: Low risk contact
      iii. Notification: Close contact
      iv. Parent agreement letter
v. Staff agreement letter

9. To contact RCPHD after hours, call the main number 608-757-5440 and follow the prompts to leave a voicemail. Our voicemail is checked frequently.

10. For information regarding Wisconsin communicable disease laws, refer to Wis. Stat. § 252.03 (1) (2) (3) (4)

Please be aware that this guidance is based on current recommendations and is subject to change as additional information is learned throughout this pandemic. The documents and guidance provided will be re-evaluated as new recommendations are released.

In Health,

Jennifer Weadge, BSN, RN on behalf of:
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Health Officer/Director
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