



# COVID-19 CASE PROTOCOL

Portland Public Schools is committed to protecting the health and wellbeing of our students, staff, and buildings by providing communicable disease prevention and control services through our health partnerships with Multnomah Education Service District (MESD) and Multnomah County Health Department (MCHD). The COVID-19 Case Protocol is a tool designed to outline critical steps in the process after an employee, onsite contractor, or student reports that they are a positive case of COVID-19, or have had close contact exposure with a positive case.

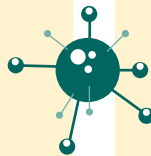
Students or staff who are experiencing primary symptoms of COVID-19 but have NOT to their knowledge had close contact exposure with a positive case of COVID-19, and who are not positive cases themselves, should still report their symptoms to their principal or supervisor, and may be excluded per guidance in [Planning for COVID-19 Scenarios in Schools](#). The confidentiality of the individuals reporting is of the utmost importance; personal identifiable information will not be shared with the public or other individuals.

It is imperative that all administrators become familiar with the Oregon Department of Education and Oregon Health Authority guidance during this pandemic. See resource links on the next page. **Please use this COVID-19 Protocol tool with the following COVID-19 Forms:** [Adult COVID-19 Form](#), [Student COVID-19 Form](#).

## ADULT CASE

Supervisor/Building Administrator should follow these steps:

- 1.** Employee, or PPS Health Services Coordinator, reports a COVID-19 event to direct supervisor:
  - Test positive for COVID-19 *and/or*
  - Close contact exposure to a confirmed or presumptive positive case of COVID-19
- 2.** Direct Supervisor **immediately** fills out and submits the [Adult COVID-19 Form](#) with the individual. Additional information on COVID-19 Response Team is below.
- 3.** If directed by nurse consultant to cancel class or school events prior to completion of investigation, use [Talking Points for Initial Calls](#) to notify potentially exposed individuals.
- 4.** Direct Supervisor may refer employee(s) to Human Resources for support with leave of absence options.
- 5.** Direct Supervisor informs their supervisor that the protocol has been activated (employee names remain confidential).
- 6.** Direct Supervisor receives, via email, the COVID-19 Response Team\* recommendation and next steps regarding exclusion of employee(s), communication (this may take up to 24 hours).
- 7.** Direct supervisor provides exclusion dates to the employee(s) immediately via email and follows up with a phone call.
- 8.** If close contacts are identified within building, Nurse Consultant will provide exclusion guidelines and communication for those individuals also.
- 9.** If questions arise regarding exclusion, administrator may contact PPS Nurse Consultant or Health Services Coordinator.
- 10.** Direct Supervisor supports employee(s) return to in-person work after quarantine or isolation has been completed and employee(s) have been fever-free for 24 hours and other symptoms are improving.



## STUDENT CASE

Building Administrator/School Nurse should follow these steps:

- 1.** Student/ family, or PPS Health Services Coordinator, reports a COVID-19 event to school staff:
  - Test positive for COVID-19 *and/or*
  - Close contact exposure to a confirmed or presumptive positive case of COVID-19
- 2.** School staff **immediately** alert the building administrator and school nurse. (School Health Assistants are also trained to share COVID-19 events with the school nurse.)
- 3.** If directed by nurse consultant to cancel class or school events prior to completion of investigation, use [Talking Points for Initial Calls](#) to notify potentially exposed individuals.
- 4.** Building administrator coordinates with the school nurse to establish contact with the student/family and **immediately** fills out [Student COVID-19 Form](#) with student/family.
- 5.** Building administrator informs their supervisor that the protocol has been activated (employee names remain confidential).
- 6.** Building administrator or designee receives COVID-19 Response Team\* recommendations and next steps regarding exclusion of individual(s) and communication (this may take up to 24 hours).
- 7.** School Team provides exclusion dates to the close contact exposed people immediately via email and follows up with a phone call.
- 8.** If close contacts are identified at within building, Nurse Consultant will provide exclusion guidelines and communication for those individuals also.
- 9.** If questions arise regarding exclusion, administrator may contact PPS Nurse Consultant or Health Services Coordinator.
- 10.** School Team supports students back to in-person learning or activities after quarantine or isolation has been completed and student(s) have been fever-free for 24 hours and other symptoms are improving.

## COVID-19 RESPONSE TEAM

Health Services Coordinator, MESD Nurse Consultants, and Human Resources in collaboration with Multnomah County Health Department are responsible for determining exclusion of individuals, communication to direct supervisors, school teams, and recommending infection control measures.

- Reported exposed close contacts may require COVID-19 Response Team to gather additional information from the supervisor, administrator, employee or family/student to verify that employee meets the criteria of exposed close contact to COVID-19.
- Multnomah County Health Department confirms COVID-19 case and communicates back to COVID-19 Response Team.
- MESD Nurse Consultant reiterates the public health quarantine/isolation timeline for return to in-person work dates for excluded individuals; if healthcare provider documentation provides a later return to work date, the later date should be followed.
- COVID-19 Response Team in collaboration with the Multnomah County Health Department will determine if there is a COVID-19 outbreak and notify the COVID-19 Management Team to follow the communicable disease management plan for infection control (See [Communicable Disease Management Plan](#)).

## COVID-19 MANAGEMENT TEAM:

This team is responsible for regular review of data, protocol, and processes updates, provides recommendations for ongoing training and ultimately monitors the opening of our schools in collaboration with the Health Advisory Panel, the COVID-19 Response Team, and the Health and Safety Team.

## CONTACT INFORMATION

### Leti Ayala

Health Services Coordinator  
[layalaguillen@pps.net](mailto:layalaguillen@pps.net)  
971-413-1614

### Chandra Siim

PPS Nurse Consultant  
[csiim@mesd.k12.or.us](mailto:csiim@mesd.k12.or.us)  
503-956-6871

### James Loveland

Senior Director of Student Success & Health  
[jlovelan@pps.net](mailto:jlovelan@pps.net)  
503-939-3283



## DEFINITIONS

**COVID-19:** *Abbreviation for the coronavirus disease 2019, a disease caused by a novel (or new) coronavirus called SARS-CoV-2 that has not previously been seen in humans.*

**Presumptive Positive:** *Individual who is sick with COVID-19 symptoms who does not have a positive COVID-19 test but had close contact exposure with a confirmed case in the past 14 days.*

**Close Contact Exposure:** *The definition of close contact exposure is being less than 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day, regardless of whether either person was wearing a mask or other personal protective equipment.*

**Affected:** *Persons who work in the same facility, or in the same well-defined portion of the facility (such as on the same floor or in the same building within a larger complex) but are not positive or close contact exposure.*

## RESOURCES

- [Exclusion Guidelines, Exclusion Summary, and Planning for COVID-19 Scenarios.](#)
- [Communicable Disease Management Plan](#)
- [Multnomah County COVID-19 & Schools](#)
- [Multnomah County Student Health Centers COVID-19 Testing for students K-12th.](#)
- [COVID-19: After You Get Tested](#) English and Spanish brochure available.
- [COVID-19 Testing Resources](#)
- [Oregon Health Authority COVID-19 Testing in Oregon](#)
- [PPS FMLA Source website](#) Employee Leave Information visit or contact HR Leaves Team at 503-916-3544 or [leave@pps.net](mailto:leave@pps.net).
- [PPS COVID-19 Employee Support](#) PPS Health and Safety Protocols such as the [COVID-19 Building Safety Plan](#) and the [Daily Illness Self-Screening Checklist](#).