



COVID REPORTING PROCESS

Your safety, and that of the school community, is a priority.

1

I TESTED POSITIVE FOR COVID-19. WHAT SHOULD I DO NOW?

- **Stay home and self-isolate and monitor symptoms for at least 10 days.** This means stay in a different bedroom from others in your home and, if possible, use a separate bathroom.
- **Notify the Westfield Regional Health Department IMMEDIATELY so that they can begin contact tracing.**
- **Notify your school nurse.**
- Self-isolate until a minimum of 10 days have passed since the start of symptoms **and** you have been fever free (less than 100.0 F) for at least 24 hours without taking a fever-reducing medication, **and** your symptoms have improved.
- If persons in your household are symptomatic (sick or have COVID-19 symptoms), they should self-isolate following the rules above.
- If persons in your household are asymptomatic (not sick; have no COVID-19 symptoms), they should self-quarantine for 14-days. Symptoms may take 2-14 days to appear. If the asymptomatic person develops symptoms, he/she should follow the self-isolation instructions above.

2

SHOULD I TELL OTHER PEOPLE THAT THEY MAY HAVE BEEN EXPOSED TO COVID-19?

- Those closest to you for a prolonged period of time are at highest risk and should be advised to self-quarantine at home for 14 days.
- People you did not spend a prolonged period of time with (less than 10 minutes within 6 feet) are at lower risk. If possible, you should notify these individuals regarding your illness.
- People you may have casually come into contact with (i.e., passed in the hall, shared a short elevator ride, briefly spent time within a room) are not considered at risk and do not need to be contacted.

3

I HAVE BEEN EXPOSED TO SOMEONE WITH COVID-19. WHAT SHOULD I DO NOW?

- **Stay home and self-quarantine and monitor symptoms for at least 14 days,** starting from the last day you were possibly exposed. Symptoms may take 2-14 days to appear. Self-quarantine means staying home, monitoring your health, and maintaining social distancing (at least 6 feet) from others at all times.
- **Notify your school nurse.**
- Take your temperature twice a day and notify your health department if you develop symptoms.
- If you become ill during the 14 days of self-quarantine, notify the health department and seek medical care if your symptoms worsen or become severe. **You must then self-isolate for at least 10 days after the symptoms start, following the instructions in #1.**

Please answer the phone & cooperate with contract tracers if they call.