



Reporting Requirements for COVID in the Americas Region

As installations transition to HPCON B, it is important to ensure that principals know which cases should be reported for tracking COVID related information. Many principals have delegated this responsibility to the nurse or assistant principal. Everyone needs to know the following reporting criteria to prevent reporting errors and duplication of effort.

1. If a student/employee is showing ANY symptoms of COVID, but has no known exposure to a COVID positive

- No need to report
- Employee/student should stay home until symptom-free for 24 hours (per Pre-screening protocols)

2. If a student/employee has had contact with someone who has had close contact with a COVID positive

- No need to report
- No actions
- Continue daily pre-screening protocols

3. If a student/employee is showing symptoms of COVID and has had close contact with a COVID positive

- Consult with healthcare provider
- 14 day quarantine
- Principal submits COVID tracker form to submits COVID tracker form to District Chief of Staff, Community Superintendent, and District Safety Officer (status is Quarantine (Not Positive))
- Quarantine is tracked internally on Region COVID data tracker
- Consult with Installation Health Officials



4. If a student/employee is asymptomatic but has had close contact with a COVID positive

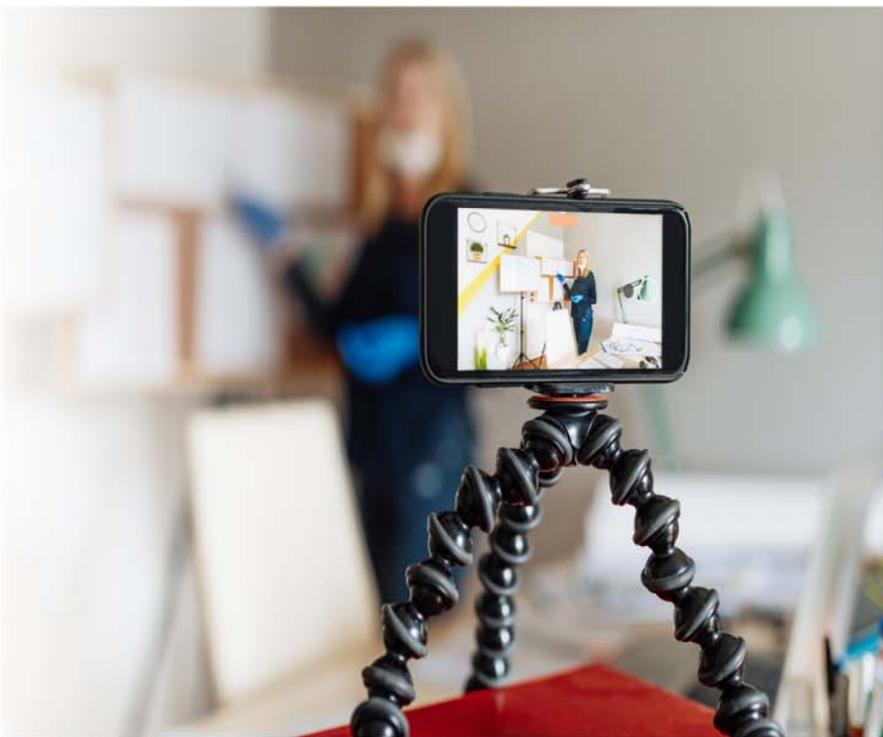
- 14 day quarantine
- Principal submits COVID tracker form to District Safety Officer (status is Quarantine (Not Positive))
- Quarantine is tracked internally on Region COVID data tracker

5. If a student/employee is confirmed COVID positive

- 14 day isolation
- Principal submits COVID tracker form to submits COVID tracker form to District Chief of Staff, Community Superintendent, and District Safety Officer (status is Isolation (Positive))
- District Safety Officer inputs case into COVID case management system, adds person to Regional Tracker; adds person to the IMCOM tracker (if Army)
- District Safety person tracks until employee has recovered and returned to full performance status (or death)
- Consult with Installation Health Officials

6. If a student/employee has a family member in the household that is COVID+ and student/employee have/has close contact

- Follow #3 or #4



7. If a student/employee is symptomatic/asymptomatic AND has traveled to an area that has a large number of COVID cases as described in the Community Mitigation Framework or in HPCON C or D

- Follow applicable local installation Restriction of Movement requirements
- If the local installation requires quarantine, Principal submits COVID tracker form to submits COVID tracker form to District Chief of Staff, Community Superintendent, and District Safety Officer (status is student/employee Quarantine (Not Positive))
- Quarantine is tracked internally on Region COVID data tracker

8. If a student/employee is confirmed COVID positive AND trace teams have identified additional student/employee to quarantine

- Principal must submit the full names of all student/employee quarantines (individual forms not required -- this can be done in an email)
- Quarantine(s) are tracked internally on Region COVID data tracker

9. If a student/employee is symptomatic/asymptomatic and tests NEGATIVE for COVID BUT was tested because of #3 or #4

- Student/employee must still quarantine for 14 days!

Note: It is the initial reporter's responsibility to provide clearance information when the student/employee has returned to work/school after the quarantine/isolation period.

