



Toolkit for the Investigation and Reporting of COVID-19 Cases and Contacts

September 17, 2021

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Howard County COVID-19 Reporting Guidelines

Childcare, Schools, Youth Sports

The Howard County Health Department (HCHD) is working closely with the people in our community to manage COVID-19 cases and outbreaks in efforts to mitigate infection to keep our children and community safe. Please review the information below to ensure proper and timely reporting.

Contact

Please call **410-313-6284, option 3**. *Business hours are 8:30 am to 4:30 pm Monday- Friday. For calls received after hours or during holidays, the call will be returned the next business day.*

All information requested should be sent via email to Kristina Hofmann khofmann@howardcountymd.gov and Katherine Lynn Klynn@howardcountymd.gov

When to Report

All childcare programs, schools, youth camps and sports organization are required to report any lab confirmed COVID-19 cases immediately. All outbreaks must be reported within 24 hours per **COMAR 10.06.01**.

	When to Report
Suspected or confirmed COVID-19 case(s)	Immediately
COVID-19 outbreak	Within 24 hours

What is an outbreak?

Classroom/cohort outbreak: At least 2 confirmed COVID-19 cases among students/teachers/staff within a 14-day period and who are epidemiologically linked, but not household contacts.

School-wide outbreak: Three or more classrooms or cohorts with cases from separate households that meet the classroom/cohort outbreak definition that occurs within 14 days or;

Five percent or more unrelated teachers/students/staff have confirmed COVID-19 within a 14-day period (minimum of 10 unrelated students/teachers/staff).

COVID-19 Symptoms

All persons with COVID-19 symptoms need to be **immediately excluded** from your program. COVID-19 symptoms are any ONE of the following:

- Fever of 100.4 or higher
- Sore throat
- Cough
- Difficulty Breathing
- Diarrhea or Vomiting
- New onset of severe headache (especially with fever)
- New loss of taste or smell

**For persons with chronic conditions such as asthma, the symptoms would represent a change from baseline.*

Next Steps

- ☐ Gather information and complete the “COVID-19 Line List” (Excel Spreadsheet) electronically for all cases and symptomatic children/staff

The Maryland Department of Health requires the use of a line list with specific information for the state database. In addition, a line list helps provide all requested information and keeps track of cases as they are reported.

- Name:
- DOB:
- Address:
- Phone Number:
- Class/Age Group/Cohort:
- Role (for staff only):
- COVID-19 Test Date:
- Antigen or PCR:
- Symptoms(Y/N)? (If Y, Please provide)
- Date of last attendance:
- Fully Vaccinated (Y/N):

- ☐ Identify anyone who has been in close contact with a confirmed positive case 2 days (48 hours) before symptom onset or test date.

*Close contact is defined as being within six feet or less for **15 minutes or more cumulatively** in a 24-hour period **regardless of wearing masks**. **NOTE:** In K-12 school indoor classroom setting, students who are within 3 to 6 feet of an infected student do not have to quarantine IF both students correctly and consistently wore well-fitting masks the entire time.*

Please complete the following information on the “COVID-19 Line List” contact list on tab 2. The information needs to be provided for all identified close contacts:

- Name:
- DOB:
- Phone number:
- Alternate Phone Number:
- COVID-19 Vaccination Status:

Please advise all close contacts to quarantine and inform them that the Howard County Health Department will contact them with further instructions. Each close contact is evaluated by the HCHD Contact Tracing Team and information about quarantine duration and testing recommendations will be given, based on their specific circumstances.

- ☐ Submit information to the Health Department and report cases/outbreak accordingly on the “COVID-19 Line List”

- ☐ Tab 1-Line list completed with symptomatic or confirmed COVID-19 case(s)
- ☐ Tab 2-Contact List completed with all identified known contacts

COVID-19 Line List: Positive and Symptomatic Children and Staff

Name of Facility:

Contact Person:

Contact Number:

Contact Email:

Facility Address:

[illegible]

Close Contacts

Name of Facility:

Contact Person:

Contact Number:

Contact Email:

Facility Address:

[illegible]

[illegible]

Decision Aid: Exclusion and Return for Persons with COVID-19 Symptoms and Close Contacts in Child Care, Schools, and Youth Camps

For the purposes of this decision aid, **COVID-19 symptoms** are any ONE of the following: fever of 100.4° or higher, sore throat, cough, difficulty breathing, diarrhea or vomiting, new onset of severe headache (especially with fever), or new loss of taste or smell. For persons with chronic conditions such as asthma, the symptoms should represent a change from baseline.

Exclude all persons (child, care provider, educator, other staff) with COVID-19 symptoms and recommend evaluation by a health care provider and testing for COVID-19 ¹	Recommendations for the person with symptoms who is NOT FULLY VACCINATED	Recommendations for close contacts of the person with symptoms
	Individuals are fully vaccinated 2 weeks after receiving either 1) both doses of a 2-dose vaccine series or 2) a single dose vaccine.	All close contacts should quarantine according to MDH and local guidance <i>except</i> those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.
Person has symptoms and positive test for COVID-19 or clinical diagnosis of COVID-19	May return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.	Close contacts do not need to quarantine.
Person has symptoms and negative test for COVID-19	If no known exposure, may return when symptoms have improved, no fever for 24 hours without fever-reducing medication, AND applicable criteria in the Communicable Diseases Summary have been met.	
Person has symptoms and health care provider documents symptoms are due to a specific alternative diagnosis (ex. strep throat, otitis media, pre-existing condition such as asthma)	If known exposure, may return when quarantine completed according to MDH and local guidance.	Close contacts do not need to quarantine.
	If no known exposure, may return when symptoms have improved, no fever for at least 24 hours without fever-reducing medication, AND applicable criteria in the Communicable Diseases Summary have been met.	
Person has symptoms with no negative test for COVID-19 AND no specific alternative diagnosis	If known exposure, may return when quarantine completed according to MDH and local guidance.	Household members ² should not attend or work in a child care, school, or youth camp until the person with symptoms is able to return <i>except</i> those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.
	If no known exposure, may return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.	
Person has symptoms with no negative test for COVID-19 AND no specific alternative diagnosis	If known exposure, may return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.	All close contacts should quarantine according to MDH and local guidance <i>except</i> those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.
	If no known exposure, may return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.	

¹For persons with symptoms who were previously infected with COVID-19 and recovered, follow [CDC guidance](#).

²These persons should not be reported to the local health department as contacts. The child care, school, or youth camp should inform the household members of these recommendations.

Decision Aid: Exclusion and Return for Persons with COVID-19 Symptoms and Close Contacts in Child Care, Schools, and Youth Camps

For the purposes of this decision aid, **COVID-19 symptoms** are any ONE of the following: fever of 100.4° or higher, sore throat, cough, difficulty breathing, diarrhea or vomiting, new onset of severe headache (especially with fever), or new loss of taste or smell. For persons with chronic conditions such as asthma, the symptoms should represent a change from baseline.

<p>Exclude all persons (child, care provider, educator, other staff) with COVID-19 symptoms and recommend evaluation by a health care provider and testing for COVID-19 if indicated¹</p>	<p>Recommendations for the person with symptoms who is FULLY VACCINATED</p> <p>Individuals are fully vaccinated 2 weeks after receiving either 1) both doses of a 2-dose vaccine series or 2) a single dose vaccine.</p> <p>May return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.</p>	<p>Recommendations for close contacts of the person with symptoms</p>
<p>Person has symptoms and positive test for COVID-19 or clinical diagnosis of COVID-19</p>	<p>May return when symptoms have improved, no fever for 24 hours without fever-reducing medication, AND applicable criteria in the <u>Communicable Diseases Summary</u> have been met.</p>	<p>All close contacts should quarantine according to MDH and local guidance <i>except</i> those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.</p>
<p>Person has symptoms and negative test for COVID-19</p>	<p>May return when symptoms have improved, no fever for at least 24 hours without fever-reducing medication, AND applicable criteria in the <u>Communicable Diseases Summary</u> have been met.</p>	<p>Close contacts do not need to quarantine.</p>
<p>Person has symptoms and health care provider documents symptoms are due to a specific alternative diagnosis (ex. strep throat, otitis media, pre-existing condition such as asthma)</p>	<p>May return when symptoms have improved, no fever for at least 24 hours without fever-reducing medication, AND applicable criteria in the <u>Communicable Diseases Summary</u> have been met.</p>	<p>Close contacts do not need to quarantine.</p>
<p>Person has symptoms and no negative test for COVID-19 AND no specific alternative diagnosis</p>	<p>If no known exposure, may return when symptoms have improved, no fever for 24 hours without fever-reducing medication, AND applicable criteria in the <u>Communicable Diseases Summary</u> have been met. Person should have written health care provider assessment that COVID-19 testing is not indicated and risk of COVID-19 is low.</p>	<p>Close contacts do not need to quarantine.</p>
	<p>If known exposure, may return when it has been at least 10 days since symptoms first appeared AND no fever for at least 24 hours without fever-reducing medication AND improvement of other symptoms.</p>	<p>All close contacts should quarantine according to MDH and local guidance <i>except</i> those who are fully vaccinated OR have been infected with COVID-19 in the past 90 days AND are asymptomatic.</p>

¹For persons with symptoms who were previously infected with COVID-19 and recovered, follow [CDC guidance](#).

Quarantine Tracker

COUNTING THE DAYS*						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Date of Last Contact	DAY 1	DAY 2	DAY 3	DAY 4	Neg. Test DAY 5
Neg. Test DAY 6	DAY 7	Leave Quarantine				

For 7-day quarantine: date of last contact with an infectious person is Day 0, then count 7 days.

On Day 8, you are released from quarantine provided you have received a *negative* COVID test 48 hours prior to day 7 (day 5 or 6) .

People who cannot wear a mask or socially distance, must quarantine for a full 14 days.

*This chart is meant for reference purposes only. Our contact tracing team may recommend a different quarantine period based on individual circumstances.

Quarantine Tracker

COUNTING THE DAYS*						
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	Date of Last Contact	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	Leave Quarantine	

For 10-day quarantine: date of last contact with an infectious person is Day 0, then count 10 days. On Day 11, you are released from quarantine and can return to school, work etc.

People who cannot wear a mask or socially distance, must quarantine for a full 14 days.

*This chart is meant for reference purposes only. Our contact tracing team may recommend a different quarantine period based on individual circumstances.

Quarantine Tracker

COUNTING THE DAYS*						
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	Date of Last Contact	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12
DAY 13	DAY 14	Leave Quarantine				

For 14-day quarantine: date of last contact with an infectious person is Day 0, then count 14 days. On Day 15, you are released from quarantine and can return to school, work etc.

*This chart is meant for reference purposes only. Our contact tracing team may recommend a different quarantine period based on individual circumstances.

Isolation Tracker

COUNTING THE DAYS						
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
	Positive Test or Start of Symptoms	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	Leave Isolation*	

For isolation: a positive test or start of symptoms is Day 0, then count 10 days. On Day 11, you are released from isolation and can return to school, work etc.

*This chart is meant for reference purposes only. Our contact tracing team may recommend a different isolation period based on individual circumstances.

Links to COVID-19 Resources

Howard County Health Department

- General COVID-19 information <https://www.howardcountymd.gov/health/covid-19>

Maryland Department of Health

- General COVID-19 information <https://coronavirus.maryland.gov/>
- COVID-19 School website <https://coronavirus.maryland.gov/pages/school-resources>

Centers for Disease Control and Prevention

- Guidance for COVID-19 Prevention in K-12 Schools <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- Parent Education <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/parent-faqs.html>

Miscellaneous

- Isolation and Quarantine Calculator <https://covid-calculator.boisestate.edu/>
- American Academy of Pediatrics <https://www.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-interim-guidance-return-to-sports/>