

COVID-19 School Case Notification Form

The purpose of this form is to gather information from the COVID-19 confirmed case to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student or other personnel has tested positive for COVID-19:

- 1) Send a notification letter to the confirmed case. The notification letter template for a COVID-19 case should not be delayed while awaiting consultation with Solano Public Health.
- 2) Fill out the form below. The questions help you organize the information before contacting Solano Public Health.
- 3) Email schoolcict@solanocounty.com and cc ccoutee@solanocounty.com **immediately** upon learning of the confirmed case.
- 4) Fill out the List of Close Contacts Form for close contacts outside of the cohort only.

Name of Person Testing Positive:	Date of Birth:
Phone Number:	County of Residence:
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other: _____	
School Name:	School Address:
Student/Teacher Grade:	Does Case Belong in a Cohort?
Role/Position of Staff:	First Day Symptoms Appeared:
COVID-19 Test Date and Location:	Last Day at School:
Person who Completed this Form:	Contact Info (Phone/Email):
Additional Items to Submit: <input type="checkbox"/> Attach child or teacher’s class schedule during infectious period, if available Type of COVID-19 Test: Antigen Test PCR Test	Notes:

You may be asked to help identify close contacts. When asked to assist in conducting interviews with possible close contacts and explaining that they may have been exposed to COVID 19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).