

COVID-19 School Investigations



Contact Tri-County Health Department (TCHD) if:

- A student or staff tests positive for COVID-19.
- If there could be an outbreak (two or more staff or students test positive for COVID-19 within 14 days).
- If your facility has questions about the [COVID-19 guidance for cases and outbreaks in child care and schools](#).

How to contact TCHD for COVID-19 assistance:

Email: COVIDSchools@tchd.org

Business Hours: 303-220-9200

After hours: 720-200-1486

- Provide a brief description of the situation. Do not include personal information.
- TCHD staff will be in touch the same business day if received before 3:30 p.m. If it is after 3:30 p.m., you will receive a response the next business day.
- Please do not leave multiple messages or call TCHD staff directly as this will delay our response.

What is the investigation process?

TCHD is notified of a person with a positive COVID-19 test at the school. This generally occurs through: The CDPHE system, a physician report, or from the school.

Depending on the school, TCHD notifies the district nurse, specific school nurse, or administrator, of the positive COVID-19 person.

TCHD works with school to conduct an investigation including:

- Isolation of person with COVID-19
- Quarantine of close contacts or cohort(s) exposed at school
- Tracking and monitoring for additional cases after exposure
- Implementation of infection control measures.

TCHD and school work together to discuss communication and messaging to staff and parents. Messaging may include quarantine and isolation measures and how to notify the school staff, students, and parents, or community.



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Your school should complete internal planning and organizational efforts to prepare for possible cases of COVID-19. These include:

- Designating a COVID-19 point of contact for your facility.
- Identifying individuals who will be responsible for coordinating a COVID-19 investigation with public health and implementing control measures such as isolation and quarantine.
- Training staff who will be involved with investigations and ensuring they know the CDPHE guidance.
- Establishing a tracking system to monitor absenteeism and staff/student illness, confirmed cases, and staff/students placed in quarantine..
- Establishing a list of internal and external partner contact information.

COVID-19 case investigations will be done on a case-by-case basis. TCHD will request this type of information from schools during an investigation of a COVID-19 case:

- Name, date of birth, address, phone number, parent/guardian information for each positive person.
- Any known information about the person's symptoms, including illness onset date.
- If the positive person had any known exposures to another person with COVID-19, such as a household member, before illness onset or test date.
- Protective measures in place at the school, particularly for potentially exposed cohorts, such as use of masks and social distancing.
- Information about any other known positive school cases in past 14 days.

Contact tracing will be done when a person may have contracted COVID-19 in the school setting. TCHD will request this type of information from schools in order to provide recommendations about quarantine/exclusion, messaging or school closure when indicated:

- Did the person with COVID-19 have a confirmed test?
- Was the person at the school during their infectious period?
- Dates the person attended school in-person and their school schedule including extracurricular activities or meetings.
- Cohort/classroom specifics including number of individuals in cohort, grade level, types of activities, duration of class.
- Type of activity and interactions the person had in the school setting while infectious.