

RAPID RESPONSE TO COVID-19 POSITIVE ADMINISTRATOR/SUPERVISOR CHECK LIST / QUICK REFERENCE GUIDE

This document is synthesized from information provided by the New Mexico Public Education Department and the New Mexico Department of Health concerning Rapid Response.

Three ways a COVID-19 positive case may be identified in a school/district facility

1. School is notified by state agency of a lab-confirmed positive case identified at their site.
2. Report made by a parent/guardian that their child has tested positive.
3. Staff is tested and reports positive result to the school or supervisor.

Note: Administrators/Supervisors/School Nurses should request proof of a positive test from employees and students. Employees must show proof of positive test.

Begin the process only after the positive case is confirmed.

When COVID-19 positive case is identified begin Rapid Response

Note: Information about COVID-19 positive is confidential, private and protected under the Health Insurance and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) for students. Therefore, you cannot release individual's names who are COVID-19 positive to anyone except the Public Education Department and the Department of Health.

Check List for School Administrators/Supervisors:

(Note: School administrators may contact their school nurse to assist with the process.)

- Ensure the positive individual has been isolated and sent home. The purpose is to limit the spread of the COVID-19 virus. (See attachment A for Quarantine/Isolation Decision Tree)
 - Inform the positive individual and his/her parents/guardians (if a student) that the positive individual will need to isolate
 - *Symptomatic individuals should isolate at least 10 days after the onset of symptoms and until fever-free for 24 hours without the use of fever-reducing medications and experiencing improvement of symptoms.
 - Asymptomatic individuals (never had symptoms), the isolation period is 10 days after the date their first positive test was collected.
 - If someone has a severe illness or severe immunosuppression, the isolation period should be extended to 20 days.

Note: A negative test is not required to determine when to end the isolation period. Nor does a negative test end the isolation period. When in doubt, the New Mexico Department of Health should be consulted.
- Identify school/work building related close contacts of the positive individual
 - Keep individuals who were in close contact with someone who has COVID-19 away from others.
 - Close contacts with a confirmed case of COVID-19 should stay home from school, work, and other activities for 10 days following their last exposure.
 - Exposed contacts should be tested for COVID-19 no sooner than three days, ideally between seven and 10 days, following the last exposure to a confirmed case.
 - If the close contact has a positive result, isolation should be implemented as described above.

Note: For the first 90 days after a positive PCR test, individuals who have had COVID-19 infections and who have completed their self-isolation periods do not need to quarantine if they are a close contact of a COVID-19 infectious person.

Individuals who are fully vaccinated against COVID-19 and who have had close contact with a COVID-19 infectious individual are not required to quarantine if they meet the following criteria:

- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a two-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

If the individual does not meet both of the above criteria, then quarantine is required

- Gather information needed from the individual and/or the parents/guardians (if a student) – see Table 1
- Email nursingservices@aps.edu with the following information
 - Location
 - Employee or student
 - Date and time you were notified of positive test
 - If symptomatic – date symptoms began
 - Last date the employee/student was in the building
 - Area(s) of school/building the COVID positive person was in
 - Principal/supervisors cell phone number
 - Was the positive discovered due to surveillance testing
- In consultation with Closure/Opening Committee, close down effected areas of the school
 - If area is a classroom with students present, site administrator will need to send students home with a letter letting them know they will need to be **quarantined for 10 days** (consult with Zone Associate/Ex Director Innovation)
 - Shut down impacted facilities/classrooms **within 24 hours** of notification
 - Work with Closure/Opening Committee to determine when it is safe to reopen
 - Nursing Services will contact M&O to perform enhanced cleaning, sanitizing and disinfecting of facilities in accordance with CDC guidance

Note: For employees, **Nursing Services** submits report to the New Mexico Department of Environment-OSHA Response Team. School personnel/Supervisors should **NOT** contact the New Mexico Department of Environment.

*COVID-like symptoms include: Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. [See additional information from the Centers for Disease Control \(CDC\).](#)

Within 4 hours of notification:

- Gather necessary information in order to complete the NMPED Rapid Response Report (See Table 1 for specific information that may be needed to complete the NMPED report)
- Fill out the NMPED rapid response form at: <https://nmgov.force.com/pedrapidresponse/s/>

In consultation with the Closure/Opening Committee:

- **Determine who needs to be quarantined/isolated
- Encourage any close contacts to be tested for COVID-19 three days after exposure to positive person
- Provide **COVID-19 Positive Case Letter** to students, staff and families in appropriate languages and on district/school letterhead
- Principal, in consultation with the Zone Associate, arranges for announcement to community and staff - e.g., robo-call notifying community of closure and reopening data
- Determine when it is safe to reopen

Closure/Opening Committee
Following NMPED and/or NMENV protocol, decides on school closure and for how long
School Principal, Incident Commander
Superintendent
Chief Operations Officer
Zone Associate/Ex Director Innovation
Sr. Director Nursing (if needed)
Committee will meet daily at 1:00pm

Within in 6 hours:

- Work with the positive individual to identify APS close contacts
 - Administrator/Supervisor notifies close contacts and lets them know they must quarantine for 10 days from last contact
 - Encourage staff members who are close contact to be tested for COVID-19
 - If the close contact is a student, recommend to the parent/guardian that they get their child tested for COVID-19
 - If the close contact is an employee of another department, the administrator/supervisor of the COVID positive employee lets the employee know they were identified as a close contact of a COVID positive individual, and the close contact employee must:
 - Quarantine
 - Recommended to get tested for COVID-19
 - Notify their supervisor that they were identified as a close contact and are now on quarantine and is highly recommended to get tested for COVID-19

****“Close contact”** outside of the school setting, as defined by the NMDOH, means spending a cumulative total of 15 minutes or more over a 24 hour period, within 6 feet of someone who is confirmed to have COVID-19 when that person was in their infectious period. Wearing a mask or cloth-face covering does not affect the definition for close contact

OR Specifically for schools:

A **“close contact”** in a school is defined as (NMPED Toolkit March 8, 2021):

- All students and staff who were in the same classroom as the infected individual
- All students and staff who were on the same bus as the infected individual
- All students and staff who came within six feet of the infected individual (even while wearing a mask) for longer than three minutes

Note: Check to see if the positive individual has school-aged children/siblings (if student) residing in the same household who attend in-person instruction at an APS school. If so, these students are considered close contacts.

When to Quarantine vs Isolation

Quarantine:

Keeping individuals who were in close contact with someone who has COVID-19 away from others. Close contacts with a confirmed case of COVID-19 should stay home from school, work, and other activities for 10 days following their last exposure. Exposed contacts should be tested COVID-19 no **sooner than three**

days, ideally between seven and 10 days, following the last exposure to a confirmed case. If the close contact has a positive result, isolation should be implemented as described above.

Isolation:

The act of keeping someone who is sick or who tested positive for COVID-19 away from others by staying home from school, work, and other activities while infectious.

- Isolation should last at least 10 days after the onset of symptoms and until fever-free for 24 hours without the use of fever-reducing medications and experiencing improvement of symptoms.
- For people who never had symptoms, the isolation period is 10 days after the date their first positive test was collected.
- If someone has a severe illness or severe immunosuppression, the isolation period should be extended to 20 days.
- A negative test is not required to determine when to end the isolation period. Nor does a negative test end the isolation period. When in doubt, the New Mexico Department of Health should be consulted.

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Table 1: NMPED Rapid Response Submission

NMPED Question	Directions or Sample Responses
Point of Contact Name and Email	This is the Administrator/Supervisor of the employee or student’s principal
Case First, Last Name and date of Birth	This is the positive employee/student
Point of Contact Name and Cell Phone Number	This is the supervisor of the positive employee
Name of School	This is the name of the employee’s or student’s school. If not a school, select “Other.” If other selected, will need to put in name of building (e.g., City Center, Lincoln, etc.)
School District	Choose Albuquerque from drop down menu
School Street Address, city state and zip	This is the address of the school or other building
Type of school	Select “District”
Principal/Director Name, Cell Phone and email	This is the Administrator/Supervisor of the employee or student’s principal
Last date each positive individual was in school or District Site	If the person has never been on site this school year, enter March 13, 2020
Date School was Notified of Case	Enter date notified of the positive case
Total Number of Staff / Contractors in Building on Date of Positive Case Notification	If positive person was in remote, skip this question
Total Number of Students in Building on Date of Positive Case Notification	If positive person was in remote, skip this question
Reentry Model	Choose Remote until APS is in Hybrid (Special Ed in Red is still remote choice)
Home Mailing Address of Positive Individual (For students, Parent/Guardian information)	Get from employee or parent/guardian
Role and gender of Positive Individual	Choose from drop down menu
Date of Birth of Positive Individual	Get from employee or parent/guardian
Email Address of Positive Individual (For students, Parent/Guardian information)	Get from employee or parent/guardian
Grade of Positive Student	If applicable
Student STARS ID	If applicable
Was the Positive Case Identified through Surveillance Testing?	Answer is Yes or No or Not Sure

Date of Test	Get from employee or parent/guardian date they were tested for COVID
If a student, was the COVID-19 positive individual participating in	If not a student, select positive individual was not a student
Was the positive individual participating in athletics as a student athlete or as a member of the coaching staff?	Yes or no
If a staff member or contractor, was the COVID-19 positive individual	If not a staff or contractor, select “Positive individual was not a staff member or contractor”
Was the Positive Individual on Campus while Infectious?	Yes or No
Have you Notified the NM Environment Dept for Employee Cases?	Select “Yes” (nursing services notifies)
Date of Notification to Families/ Community	If notification went out, put date in otherwise leave blank
Is your school keeping students in separate cohorts?	Yes or No or Other – select other if not applicable and type reason (e.g., this is not a school, in remote learning, etc.)
How many individuals are in the affected cohorts?	Type 0 if not applicable
Type of Closure?	Select from drop down menu
Start Date of Closure	Identify if there was a closure
Effective Date of Reopening (can include future date)	Identify if there was a closure
Length of Closure (In Days)	Identify if there was a closure
Additional Comments	Only if need to explain
Is the case related to an earlier case at your school that you are aware of?	Yes or No or Not sure
Date of Notification to Staff	If notification went out, put date in otherwise leave blank
Is your school keeping students in separate cohorts?	Answer “Other” while APS is in remote (Special Ed in the Red is still remote)
Other Explain	Type “in remote”
How many individuals are in the affected cohorts?	Leave blank or enter 0
Total Number of Student and Total Number of Staff Close Contacts Identifies	Enter number – if not zero fill the Add Exposure Contact information and minimally provide first Last Name and Last Date of close contact(s)

Answering Questions from Staff, Families, Community

You may be asked questions from individuals with concerns about what they should do now that a COVID-19 positive case is associated with your school/building. You are NOT expected to be an expert on all things COVID-19.

Anyone needing information for their employer regarding quarantine or isolation should be directed to cv.nmhealth.org where there is information for employers that explains the New Mexico Department of Health guidance for isolation and quarantine requirements, the specific link is: <https://cv.nmhealth.org/public-health-screening-and-testing/return-to-work/>

The New Mexico Department of Health Hotline: **(855-600-3453)** is the best place for individuals to go for

- Questions/concerns as to whether or not they should be quarantined, isolated or tested.
- Any other COVID-19 related questions or concerns

Return to Work (see attachment A for Quarantine/Isolation Decision Tree)

- **If an employee who is symptomatic and test positive for COVID-19**, they must isolate for 10 days from the onset of symptoms and 24 hour fever free without the use of analgesic (e.g., Motrin, Tylenol, Advil, etc.).
- **If an employee who is asymptomatic and test positive for COVID-19**, they must isolate for 10 days from the positive test.
- **If an employee is put on quarantine due to close contact** with someone who is positive for COVID-19, they must quarantine for 10 days from the last contact of the COVID-19 positive individual and get tested. Regardless of the results of the COVID-19 test, they must complete the 10-day quarantine before coming back to work.
- **If an employee is put on quarantine because they share living quarters with someone who is positive for COVID-19**, they must quarantine for an additional 10 days **after** the person who is COVID-19 positive has completed his/her 10 day isolation (and is symptom and fever free without the use of analgesics).
- **Employees who travel out of state** are not required to quarantine upon return. Please refer to cv.nmhealth.org for more additional information.

Albuquerque Public Schools COVID-19 Positive Decision Tree

Isolation means separating a sick person with a contagious disease from people who are not sick.

Quarantine means separating and restricting the activities of a contact (a person who may have been exposed to a contagious disease) to prevent spreading of disease.

Close Contact is defined as an exposure of three minutes or longer within six feet of a confirmed COVID-19 positive case, with or without mask or cloth face covering OR was in the same class or cohort as a confirmed COVID-19 case. Close contacts must quarantine for 10 days from last contact.

Subject to change per Public Health Orders and/or Department of Health Guidelines

