Ohio | Department of Health

Mike DeWine, Governor
Jon Husted, Lt.Governor

Lance D. Himes, Interim Director

DIRECTOR'S ORDER

Re: Director's Order Requiring Reporting and Notification Regarding COVID-19 Cases in Kindergarten through Twelfth Grade Schools

I, Lance Himes, Interim Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders…for preventing the spread of contagious or infectious diseases" **Order** the following to prevent and minimize the spread of COVID-19 in the State of Ohio:

1. To facilitate timely contact tracing and prevent further transmission of COVID-19, all schools that provide any kindergarten through grade twelve instruction shall maintain a reporting system for parents to report positive tests and/or cases of COVID-19. Schools may use an existing attendance line, school nurse line, or attendance tracking system, so long as it is monitored on a daily and allows the reporting of a COVID-19 case.

2. Effective September 8, 2020, parents or guardians of students and school staff who have been diagnosed with COVID-19, whether by laboratory test or through clinical examination are encouraged to notify their school no later than twenty-four (24) hours after receiving a confirmed diagnosis.

3. A school district or school shall name a COVID-19 coordinator to facilitate reporting of case information. A school district or school shall provide the name and contact information of their COVID-19 coordinator to the local health department. Upon request, districts or schools shall provide the local health department with a copy of their reopening or pandemic operating plan.

4. Within twenty-four (24) hours of becoming aware of a student, teacher, staff member, or coach who has tested positive or been diagnosed with COVID-19, a school shall notify parents or guardians of students of the existence of the case in writing and share as much information as possible without disclosing protected health information.

a) Written notification of a positive test or case shall be sent to the parents or guardians of all students who share a classroom space or have participated in a school activity during the COVID-19 infectious period of a student, teacher, staff member, or coach.

b) Written notification shall also be provided to all parents or guardians of students at the school building notifying them of a positive test result. This schoolwide notification may be made using email or an established website. Schools are required to provide this notification with each case, although schools are permitted to consolidate notifications if necessary.

c) Schools may use notification templates available on the coronavirus.ohio.gov website.

d) School districts and individual schools are encouraged to use website dashboards to inform the school community of the number of COVID-19 cases and number of students and staff isolated or quarantined, if known.

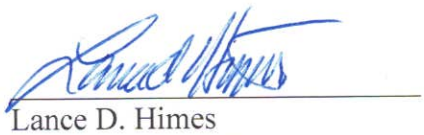
5. Within twenty-four (24) hours of becoming aware of a student, teacher, staff member, or coach who tests positive or is diagnosed with COVID-19, each school shall report the case(s) to their local health department. Schools can use the reporting template located on the coronavirus.ohio.gov website.

6. Effective September 15, 2020, local health departments shall report the number of newly reported and cumulative positive tests or diagnosed COVID-19 cases in each school or school district for the previous reporting week, as applicable, to the Ohio Department of Health every Tuesday.

7. The Ohio Department of Health shall publish aggregate weekly and cumulative case data by school, if not associated with a district, or school district including a breakdown by students and staff every Thursday. This information will be published on coronavirus.ohio.gov.

8. This Order shall be effective at 11:59 p.m. on September 3, 2020.

Accordingly, I hereby **ORDER** that all kindergarten through twelfth grade schools must report all cases of COVID-19 in their schools and provide notification to parents and guardians. This Order shall remain in full force and effect until the Director of ODH rescinds or modifies this Order at a sooner time and date.



September 3, 2020

Lance D. Himes
Interim Director Health