*The following is a dashboard template that schools and school districts may use to provide Public Notice to parents/guardians, students, and others of at least one positive COVID-19 case in a school. Please copy and paste this text onto the school’s official website and replace the parentheses that are highlighted with the pertinent information for your school and/or school district.*

COVID-19 DASHBOARD *[TEMPLATE]*

To protect the health of our School Community and per the Emergency Order issued by the Michigan Department of Health and Human Services [Reporting of Confirmed and Probable Cases of COVID-19 at Schools](https://www.michigan.gov/documents/coronavirus/MDHHS_epidemic_order_-_school_reporting_of_covid19_infections_-_10-6-20_704340_7.pdf) on October 6, 2020, [insert school name] will use this webpage to provide Public Notice to our School Community regarding School Associated Cases of COVID-19. Within 24 hours of being notified of a School Associated Case by [insert local health department(s) name(s)], this dashboard will be updated to include new and cumulative COVID-19 case counts. Individuals identified as Close Contacts of School Associated Cases will be notified separately and directly by [insert local health department].

*Updated: [insert date and time of update]*

**STATUS OF INSTRUCTION AND SCHOOL-SPONSORED FUNCTIONS**

* **Instruction:** (share information about status of in-person, virtual, hybrid, etc)
* **School-Sponsored Functions:** (share information about status of school-sponsored functions)

**SCHOOL ASSOCIATED COVID-19 CASES**

On [Insert Date Local Health Department Provided Notice of new (batch of) School Associated Case(s)], [insert name of local health department] made us aware of the following case counts of School Associated Cases of COVID-19 amongst the [insert school name] School Community. This data may include probable and confirmed cases as reported by [insert name of local health department] among students, staff, administration, coaches, or visitors, if the person with COVID-19 was in the building or participating in a school-sponsored function during their infectious period.

|  |  |
| --- | --- |
| **New Cases (Since Last Update)** | *(0, 1, and above)* |
| **Cumulative Cases (Since Reporting Began)** |  *(0, 1, and above)* |
| **Populations Affected** | *(Staff, Students, Both)*  |

As a precaution, we will be disinfecting applicable areas of the school. This may include spraying classrooms, hallways, locker rooms, and common areas, as needed, with a sanitizer, along with other methods of disinfection.

**ACTIONS YOU CAN TAKE**

We recommend taking action to help limit the spread of COVID-19, even if staff members or students are not experiencing symptoms:

* **Wear a mask** (covering mouth and nose) while in public places or if people who do not live with you must visit your home.
* **Practice social distancing** (maintaining a distance of 6 feet apart).
* **Practice frequent handwashing** (using soap for 20 seconds or hand sanitizer with 60% alcohol).
* **Follow**[**capacity restrictions**](https://www.michigan.gov/documents/coronavirus/MDHHS_epidemic_order_-_Gatherings_masks_bars_sports_-_FINAL_704287_7.pdf) of social gatherings.
* **Cover coughs and sneezes** with a tissue or with the inside of your elbow and immediately wash your hands.
* **Stay home if you are sick**; you can also [get tested](https://www.michigan.gov/coronavirus/0%2C9753%2C7-406-99891_99912-531745--%2C00.html).
* **Answer the phone if the health department contacts you**, as a contact tracer may be trying to reach you with important information.

This information does not mean you should quarantine or isolate. Those members of the School Community who were or are suspected to have been in Close Contact with a School Associated Case will be notified by (insert local health department) and/or (insert school).

Thank you for understanding that, due to medical privacy laws, we are not able to release the names of the individuals with COVID-19. We will continue to communicate changes and updates with you. With your participation, we believe we can maintain a safe environment while also providing quality education.

If you have any questions, contact (Insert Local Health Department) at (Insert Phone). For answers to your COVID-19 questions, please call the Michigan Department of Health and Human Services COVID-19 Hotline at 888-535-6136 or visit [Michigan.gov/Coronavirus](https://www.michigan.gov/coronavirus).