



### Reporting Positive Employees/Students Contact Tracing Form

|   |                      |
|---|----------------------|
| Today's Date:   |                      |
| <b>School Information</b>   |                      |
| Name of School:   |                      |
| Address:  | City:                |
| Contact Name:   | Contact Phone #:     |
| Contact Email:  |                      |
| How many staff or student(s) have been diagnosed with COVID-19 in the past two weeks (include those you will be reporting today):   |                      |
| <b>COVID-19 Case (Staff/Student) Information</b>  |                      |
| First Name:   | Last Name:           |
| Birthdate:  | County of Residence: |
| Phone Number:   | Email:               |
| Date staff/student tested:  |                      |
| Date staff/student last worked/attended school/school activity:   |                      |
| How many staff/students had close contact to this case?   |                      |
| Have you notified these close contacts (staff/parent or guardian) of the exposure?      Yes      No   |                      |
| <b>Next Steps</b>   |                      |
| <b>Please encourage the COVID-19 case (staff or parent of student listed above) to answer calls from the local or state health department and cooperate with case investigations.</b> |                      |
| It is vital you maintain privacy of the staff/student who tested positive. You cannot divulge his/her name to other staff/students.   |                      |
| <b>Fax or email this form to the county to the local health department point of contact/communicable disease nurse where your school is located</b>                                   |                      |
| <b>If you need to report more than one staff/student, please submit additional pages, one per staff/student.</b>  |                      |

| CRAWFORD COUNTY   | KALKASKA COUNTY   | LAKE COUNTY  | MANISTEE COUNTY   | MASON COUNTY   |
|---|---|--|---|--|
| 501 Norway Street, Suite 1<br>Grayling, MI 49738<br>(989) 348-7800<br>Fax: 989-348-5346 | 625 Courthouse Drive<br>Kalkaska, MI 49646<br>(231) 258-8669<br>Fax: 231-258-2805           | 5681 S. M-37<br>Baldwin, MI 49304<br>(231) 745-4663<br>Fax: 231-745-2501           | 385 Third Street<br>Manistee, MI 49660<br>(231) 723-3595<br>Fax: 231-723-1477 | 916 Diana Street<br>Ludington, MI 49431<br>(231) 845-7381<br>Fax: 231-845-0438 |
| MECOSTA COUNTY  | MISSAUKEE COUNTY  | NEWAYGO COUNTY   | OCEANA COUNTY   | WEXFORD COUNTY   |
| 14485 Northland Drive<br>Big Rapids, MI 49307<br>(231) 592-0130<br>Fax: 231-796-7864    | 6180 W. Sanborn Road, Suite 1<br>Lake City, MI 49651<br>(231) 839-7167<br>Fax: 231-839-7908 | 1049 Newell Street<br>White Cloud, MI 49349<br>(231) 689-7300<br>Fax: 231-689-7382 | 3986 N. Oceana Drive<br>Hart, MI 49420<br>(231) 873-2193<br>Fax: 231-873-4248 | 521 Cobb Street<br>Cadillac, MI 49601<br>(231) 775-9942<br>Fax: 231-775-5372   |

**HIPAA allows for the disclosure of protected health information, without individual client authorization, to public health authorities, more details [here](#) on page 2.**





| Date of last exposure | Contact Name | Date of Birth | Address | Phone Number |
|-----------------------|--------------|---------------|---------|--------------|
|                       |              |               |         |              |
|                       |              |               |         |              |
|                       |              |               |         |              |

**\*Close Contact Definition** <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html>

Close Contact through [Proximity and Duration of Exposure](#): Someone who was within [6 feet of an infected person](#) (laboratory- confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for [discontinuing home isolation](#).

- **Exception:** In the **K–12 indoor classroom** setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) if both the infected student and the exposed student(s) [correctly and consistently wore well-fitting masks](#) the entire time.

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

**Public Health Recommendations:**

Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should [quarantine](#). However, the following people with recent exposure may NOT need to quarantine:

- People who have been [fully vaccinated](#)
- People who were [previously diagnosed with COVID-19](#) within the last three months

**Additional Information:**

A number of factors can influence a person’s risk of exposure to COVID-19, including the [type, proximity, and duration of their exposure](#), environmental factors (such as [crowding](#) and ventilation), [vaccination status](#), [prior COVID-19 infection](#), and [mask use](#).

[Correct](#) and consistent [mask use](#) is a critical step that people can take to protect themselves and others from COVID-19. However, the [type of masks used](#) and whether they are used consistently and correctly varies throughout the general population. Except in K–12 indoor classroom settings as described above, mask use is not considered when defining a close contact during case investigation and contact tracing, regardless of whether the person diagnosed with COVID-19 or the person exposed to SARS-CoV-2 was wearing a mask. (Note: Exposure risk in the healthcare setting is determined separately and outlined in CDC [guidance](#)).