

## Appendix H. How to Identify and Report an Outbreak of COVID-19

Pursuant to Section [32.1-37](#) of the *Code of Virginia*, schools, services or facilities licensed or operated by an agency of the Commonwealth, and summer camps as defined in Section 35.1-1 are **required to report** disease [outbreaks](#) to their local health department **immediately**.

Information on reported outbreaks in K-12 schools and child care facilities can be found on the [VDH Outbreaks by Selected Exposure Settings Dashboard](#).

### Create a plan to identify and report COVID-19 outbreaks to AHD

An outbreak is defined as **three or more COVID-19 cases** within 14 days, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

Schools and daycares should also report any clusters of cases comprising greater than 10% of an exposure group (e.g., 10% or more of any grade, classroom, school bus route, staff members, or the entire school/daycare population).

#### I. Request that families report positive test results or diagnoses of COVID-19 to a designated point person at the school or daycare.

- A. Whenever a case is reported, determine whether there has been an exposure onsite by asking the case(s) the following questions:
  1. Do you have symptoms of COVID-19? If yes, when did they begin?
  2. Did you test positive for COVID-19? If yes, when was the test collected and what type(s) of tests were performed?
  3. Were you exposed to COVID-19? If yes, when/where did the exposure occur?

#### II. Keep track of cases by creating a *line list*, which is a simple spreadsheet.

- A. Line list templates can be found in Appendix I. AHD will ask for the case details indicated in these templates if an outbreak occurs. Please call the AHD COVID-19 School Reporting Line with any questions regarding the online submission. The reporting line is for **administrators only. Please do not share the COVID-19 School Reporting Line with families.** Email [alex\\_schoolteam@vdh.virginia.gov](mailto:alex_schoolteam@vdh.virginia.gov) if you need the number.

#### III. Maintain the line list for 14 days following the first case's exposure onsite.

- A. To complete the line list, you will need the following information for each **case**:
  1. Name
  2. Date of Birth
  3. Date of symptom onset (if symptomatic)
  4. List of all symptoms
  5. Where the case was exposed initially
  6. Date positive COVID-19 test was collected
  7. Type of test
    - a) Antigen or PCR
    - b) At-home test or performed by a provider
  8. Dates the case was present at your facility/program while infectious. People with COVID-19 are infectious beginning:
    - a) 48 hours prior to symptom onset (if symptomatic), **OR**
    - b) 48 hours prior to their first positive COVID-19 test (if asymptomatic)

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9. Where the case was while infectious and what activities they participated in where they could have exposed others (e.g., classrooms, breakroom, school bus).
- B. If there has been an exposure at the facility, identify those exposed.
  1. Direct those exposed to monitor for symptoms of COVID-19 and test if applicable.
  2. If someone tests positive for COVID-19, follow the instructions in Section II.A.

### **IV. When three or more associated cases are reported to the facility within a 14-day period, follow the next steps.**

- A. Report the outbreak to AHD using the [COVID-19 Outbreak Reporting Form](#). Questions can be directed to [alex\\_schoolteam@vdh.virginia.gov](mailto:alex_schoolteam@vdh.virginia.gov).
  1. Provide an email address after you "submit" the online form so that you receive a confirmation email.
  2. Keep the confirmation email, which includes a submission ID number, for your internal records.
  3. Keep the line list in case of follow up questions from AHD.
- B. If additional cases are reported in this group, add them to the same line list.
  1. Report additional cases to AHD via the [COVID-19 Outbreak Reporting Form](#). Include the submission ID Number from the initial report.

### **AHD Response to Outbreak Reports**

In response to an Outbreak Report submission, AHD may respond with the following actions:

1. Investigation measures including interview(s) with a designated point person at the facility. AHD may gather information such as:
  - a. Enrollment, current staffing levels, the number of cases, symptoms and dates of illness, locations of illness within the facility, and total exposed.
2. Site visit(s) to evaluate the prevention and mitigation strategies at the facility.
3. AHD-arranged public health testing to confirm the presence of an outbreak of COVID-19.
4. Report(s) of reviewed outbreaks to Virginia Department of Health.
5. Additional event-specific recommendations in the case of uncontrolled spread of COVID-19 in the facility.