



Oregon Eagle
Learning Center

Eagle Learning Center

Mr. Joseph L. Wasserman, Director

3220 Navarre, Oregon, OH 43616

Phone: (419) 720-2003

Reporting Instances of COVID-19 policy

Oregon Eagle Learning Center will comply with the Ohio Department of Health's Director's Order Requiring Reporting and Notification Regarding COVID-19 Cases in Kindergarten through Twelfth Grade Schools. See attachment.

ELC will designate 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.

Created 9/11/20



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.

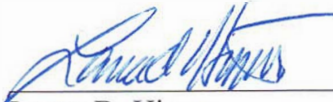
5. Within twenty-four (24) hours of becoming aware of a student, teacher, staff member, or coach who tests positive or is diagnosed with COVID-19, each school shall report the case(s) to their local health department. Schools can use the reporting template located on the coronavirus.ohio.gov website.

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.



Lance D. Himes
Interim Director Health

September 3, 2020



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(Insert Date)

Dear School Community,

Oregon Eagle Learning Center is committed to the safety and health of our students and staff. We want to inform you that that we have recently received information about at least one confirmed case of COVID-19 in a student or staff person at Eagle Learning Center. Cleaning and disinfecting of the exposed **location(s) (has/have)** been completed.

Eagle Learning Center will remain **(Insert OPEN/CLOSED)** at this time. We are working closely with Lucas County Health Department and anyone identified as a close contact will be notified by the health department as a part of COVID-19 investigation.

How You Can Help

Be proactive about reducing the number of interactions that students and staff have with one another by practicing social distancing (staying at least 6 feet apart) to limit the spread of COVID-19. In addition to physical distancing, these important tools help to prevent the spread of COVID-19:

- Stay home when you are sick.
- Wear a mask or face covering while in public places or if people who don't live with you must visit your home.
- Avoid unnecessary gatherings with people who don't live in your home.
- Avoid sharing food, drinks, or utensils.
- Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song twice to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- Cover your coughs and sneezes with a tissue, and then dispose of the tissue and wash your hands immediately. If you do not have a tissue, use your sleeve, not your



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hands, to cover coughs and sneezes. If you are experiencing cough or congestion, consider staying home and seeking medical care.

- Regularly clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes. The Centers for Disease Control and Prevention recommends cleaning of frequently touched surfaces with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. A simple bleach solution may also be utilized.

If you have any questions, contact Eagle Learning Center at 419-720-2003 or the Lucas County Health Department at 419-213-4100. Thank you for helping to keep people safe and to slow the spread of COVID-19 in our community and school.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634) or visit coronavirus.ohio.gov.

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Sincerely,

Director of Eagle Learning Center


COVID-19 Symptoms

Help prevent the spread of Covid-19

You may have COVID-19 if you have:

- Fever or chills
- A cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms may be mild or severe and may appear two to 14 days after exposure to the virus.

**MIKE DEWINE**
GOVERNOR OF OHIO

Ohio | Department of Health

coronavirus.ohio.gov



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(Insert Date)

Dear Student and/or Staff Member,

Oregon Eagle Learning Center is committed to the safety and health of our students and staff. As a result of our health signs monitoring activity, we want to inform you that you have exhibited the following signs or symptoms consistent with COVID-19 today:

More information about signs and symptoms of COVID-19 is available using the Centers for Disease Control and Prevention Symptom Checker at cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

For Staff: It is important that you contact your medical provider today to identify the cause of these symptoms. Until your medical provider determines the cause of symptoms, it is important for you to separate yourself from others and isolate in a separate room. Everyone who lives with you should stay home as well (unless you are leaving home to receive medical care).

For Parents: It is important that you contact your child's pediatrician or other medical provider today to identify the cause of these symptoms. Until your child's medical provider determines the cause of symptoms, it is important for your child to be isolated in a separate room. You and everyone else who lives with you should stay home as well (unless you are leaving home to receive medical care).

Please read additional information about isolation and quarantine at coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/if-youre-isolated-quarantined-covid-19-checklist.

Free COVID-19 testing is currently available at the following location: (Insert Known Location). Testing locations are also available at coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/.



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Your medical provider and/or Lucas County Health Department will provide information about how to proceed once you or your child has been tested.

Please contact *Joe Wasserman* at the school at 419-720-2003 prior to returning to the building.

If you have any questions, contact Eagle Learning Center at 419-720-2003 or the Lucas County Health Department at 419-213-4100. Thank you for helping to keep people safe and to slow the spread of COVID-19 in our community and school.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634) or visit coronavirus.ohio.gov.

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Please be safe and get well soon!

Sincerely,

Director of Eagle Learning Center



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COVID-19 FAQ's

When to Discontinue Isolation:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset **and**
- At least 24 hours have passed without fever without the use of fever-reducing medications **and**
- Other symptoms have improved.

Persons infected with COVID-19 who never developed symptoms may discontinue isolation and other precautions 10 days after the date of their first positive COVID-19 PCR test.

Be sure to always stay in contact with your doctor and follow CDC guidelines.



MIKE DEWINE
GOVERNOR OF OHIO

Ohio

Department
of Health

coronavirus.ohio.gov



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(Insert Date)

Dear School Community,

Oregon Eagle Learning Center is committed to the safety and health of our students and staff. We want to inform you that that we have recently received information that someone from your child's classroom tested positive for COVID-19. We are working closely with the Lucas County Health Department and anyone identified as a close contact will be notified by the health department as a part of COVID-19 investigation.

Cleaning and disinfecting of the exposed **location(s) (has/have)** been completed.

Eagle Learning Center will remain **(insert OPEN/CLOSED)** at this time.

We ask you to take these steps to continue to be aware of your child's health:

1. As a precaution, consider postponing plans for play dates, family visits, and extracurricular and social activities for the next 14 days.
2. Continue to check your child for COVID-19 symptoms daily: fever or chills, new uncontrolled cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, abdominal pain, new onset of severe headache, especially with fever.
 - If anyone in your household develops symptoms or tests positive for COVID-19, they should immediately isolate and call Lucas County Health Department (419) 213-4100. Also contact your medical providers.
 - If NO symptoms develop and you have not been instructed otherwise to quarantine for a different exposure, your child may continue to attend school.

If you have any questions, contact *Eagle Learning Center* at 419-720-2003 or the Lucas County Health Department at 419-213-4100. Thank you for helping to keep people safe and to slow the spread of COVID-19 in our community and school.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634) or visit



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coronavirus.ohio.gov. Resources from the CDC include:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-19 CareLine at 1-800-720-9616.

Sincerely,

Director of Eagle Learning Center

COVID-19 FAQ's

What to do if you're sick or suspect you're sick:

- ▲ **Keep in touch with your doctor.**
Contact your doctor and be sure to call before you go in. Get care if you feel worse or believe there is an emergency.
- ▲ **Stay home except to get medical care.**
People who are mildly ill with COVID-19 are able to recover at home but should not leave or visit public areas. Use CDC criteria to determine when you can stop isolating and leave home.
- ▲ **Don't be afraid to ask for help.**
Ask a family member, friend, or neighbor to get your groceries, mail, and other essential needs and leave them outside your door.



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