School Nurse Duties for Positive Case Additional Information
(the order of these tasks is not always sequential)

1. Parent informs school that student is positive, the nurse should review the following with parent/guardian
   - **Isolation** information for positive case
   - **Quarantine** information for family living in same house (siblings or others living in the same household should be sent home from school) immediately
   - Social supports needed at home? With permission from family, make referral: covidsocialsupport@maine.gov
   - Provide brief overview of case investigation/Sara Alert.

2. Notify school superintendent of positive case

3. School nurse reports the positive case to the Maine DOE by using [this form](#) or by calling 207-624-6717.

4. You will need the following information before reporting:
   - First and last name of case
   - Date of birth of positive case
   - Town of residency (not required, but helpful)
   - Parent/guardian name and phone number (or phone number of case)
   - If you need assistance from a nurse consultant, indicate that on the form

5. Once entered into the system, the school nurse will receive a confirmatory email of submission. A second email will come later once a Maine CDC NBS number has been assigned.

6. While waiting for the Maine CDC confirmatory NBS email the school nurses:
   - Create list of potential close contacts using the template provided in the DOE Covid-19 Toolkit. Close contacts should not be notified until there is either confirmation from CDC or nurse has seen the laboratory evidence of + test.
     - When emailed to DOE Contact-Tracers@maine.gov This Contact lists should be emailed in the most confidential manner you can, such as a locked document or encrypted, Google doc or excel provided by DOE.
   - Consider compiling other information such as busing, extracurricular activities if pertinent to the case.

7. Consult with school administrators to determine how and what school/district wide communications will be done. Samples are in appendix of the SOP provided by MDOE/MeCDC.

8. Once you have confirmation of positive test, by way of email with NBS, the school nurse assisted by other designated school staff may begin preliminary “quarantine notice” to the
school close contacts (classroom peers, e.g.). These discussions may include estimated date of return to school and should include discussion of SARA Alert consent with close contact families if that wasn’t done previously. Maine CDC has final authority to determine release from quarantine dates.

9. The quarantining of close contacts does not need to be immediate; they may finish their school day.
Social Service Referral

What happens after a referral? When we get the request in our email

DHHS.COVIDSocialsupport@maine.gov

We consider geography, culture, and needs to refer the client to local community care organizations. Often the wrap around care is provided by a mix of agencies.

What is included in social support for COVID-19?

- Cultural brokering and interpretation
- Psychosocial support
- Housing to assure safe quarantine
- Food support – assure appropriate food is available for household during isolation and quarantine
- Health Prevention activities – outreach and education, linking to medical services and assistance with appropriate PPE (masks and thermometers)
- Income and rent support through case management using existing programs or
- Transport to housing or medical care as needed
- Risk communication to protect individuals, families, and communities
- Prevention education, outreach and social mobilization

How to make referrals for social services:

For same or next day action send a referral by email to DHHS.Covidsocialsupport@maine.gov

- Name of client and race
- Address – shelter or home address with Town.
- Phone number to reach client
- Whether they are case or contact and if symptomatic
- Language and race/ethnicity. If they are English speaking and primary language. For example, might say English speaking with Arabic speaking family.
- The reason for referral. Might be cultural brokering, psychosocial support, food. When the Community Care agency gets back to them they will talk to them to find out more.
- Permission to share their information with local social service agencies. (This is public health information- different than HIPPA. Verbal permission documented in chart and emailed to DHHS)
- Number of people in household if known. When food is delivered then we will bring enough for whole household. We need only one name for household.
9/2/2020; 9/4/2020 Social Service Referral added;
9/9/2020 Links Updated;
12/28/2020 Links Updated,
Added Online reporting form,
consent for Sara alert

- Please tell us if this is an emergency or same day need. We reach out to people within 4 hours between 7 am and 7pm all days of the week and evenings in emergency situations.
9/2/2020; 9/4/2020 Social Service Referral added;
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Links from the SOP for Positive Case:

Maine CDC One-Pager on Isolation:
https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/What_is_Isolation%5B1%5D.pdf

Maine CDC One-Pager on Quarantine:


Find a Testing Center Near You: https://get-tested-covid19.org/

Standing Order from State of Maine for Covid test:
https://www.maine.gov/covid19/restartingmaine/keepmainehealthy/testing