



COVID-19
Communication Guidance

2020-2021 Academic Year

DO YOU KNOW WHEN TO QUARANTINE?

CLOSE CONTACT

Anyone who has been in **close contact with someone who has COVID-19** is recommended to self-quarantine.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- The contact sneezed, coughed, or somehow got respiratory droplets on you.



Quarantine Steps to Take

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.



FREQUENTLY ASKED QUESTIONS

How long should close/household contacts of a confirmed COVID-19 case remain home while monitoring themselves?



- **Symptomatic contacts:** Must self-quarantine at home until (1) they are fever free for 24 hours with no fever without the use of fever-reducing medicine (2) COVID-19 symptoms have improved (cough, shortness of breath, etc.), and (3) at least 10 days have passed since symptoms first appeared. After self-quarantine ends, the person may return to normal activities, including work and school.
- **Asymptomatic contacts:** If the confirmed case remains a close contact after symptoms develop, the asymptomatic contact would self-quarantine for 14 days after the COVID-19 case is no longer required to self-isolate. If the asymptomatic contact no longer has close contact with the confirmed case, they would self-quarantine for 14 days after they last came into contact with the confirmed case.

How long should a casual contact of a confirmed COVID-19 remain home and monitor themselves for symptoms?



- **Casual contacts of a confirmed COVID-19 case are “low-risk” and do not have to take special precautions.** They should observe for symptoms for 14 days and only self-quarantine if symptoms develop. Symptoms of COVID-19 include fever or chills, sore throat, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, congestion or runny nose, nausea or vomiting, and/or diarrhea.
- If symptoms appear, see instructions listed above for symptomatic contacts.

Do casual contacts or “contact of a contact” need to take any special precautions?

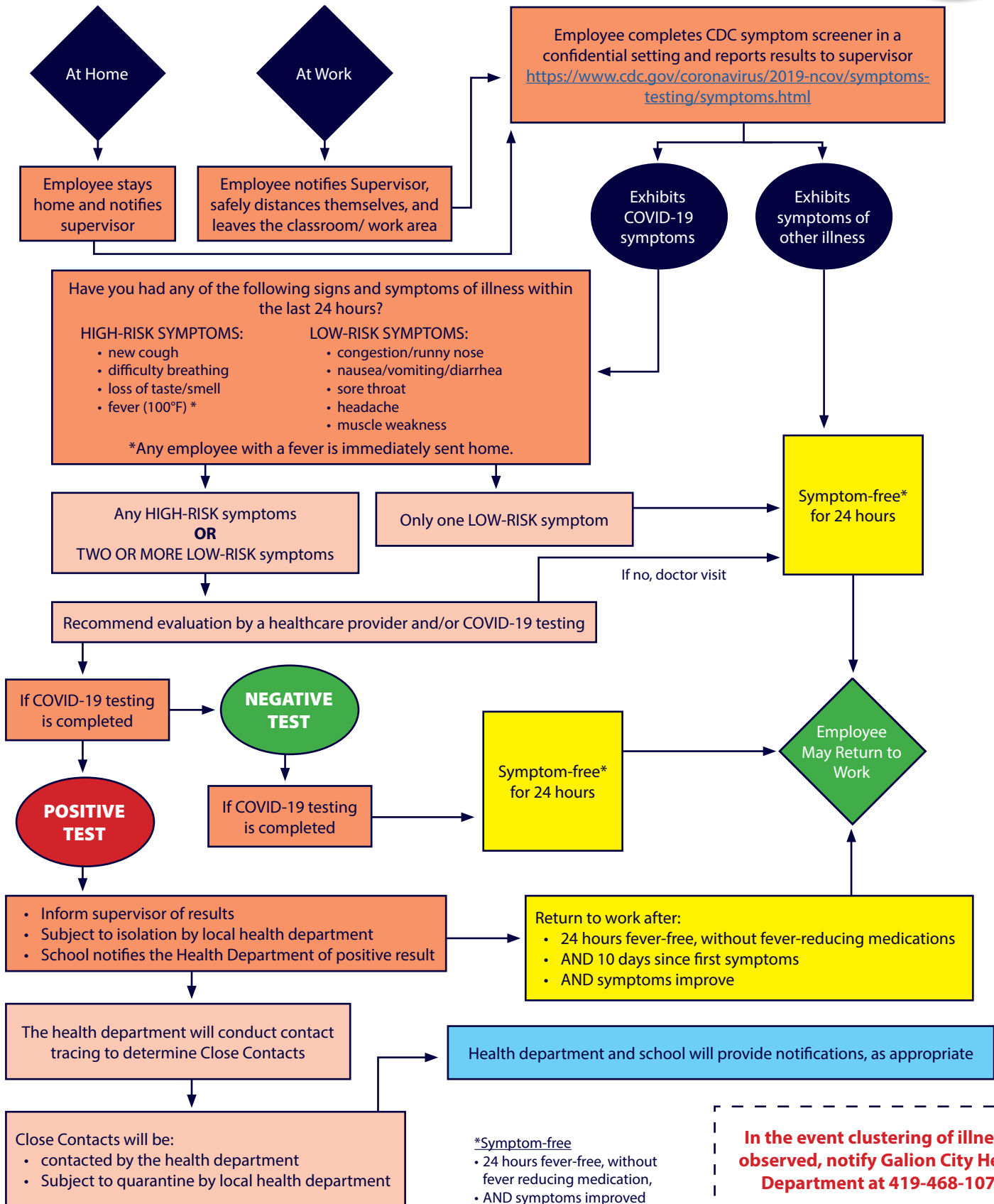


- **No.** A person who is a casual contact or “contact of a contact” does not have any restrictions and can continue with normal activities such as going to work or school. However, if this person later develops symptoms, see instructions listed above for symptomatic contacts.

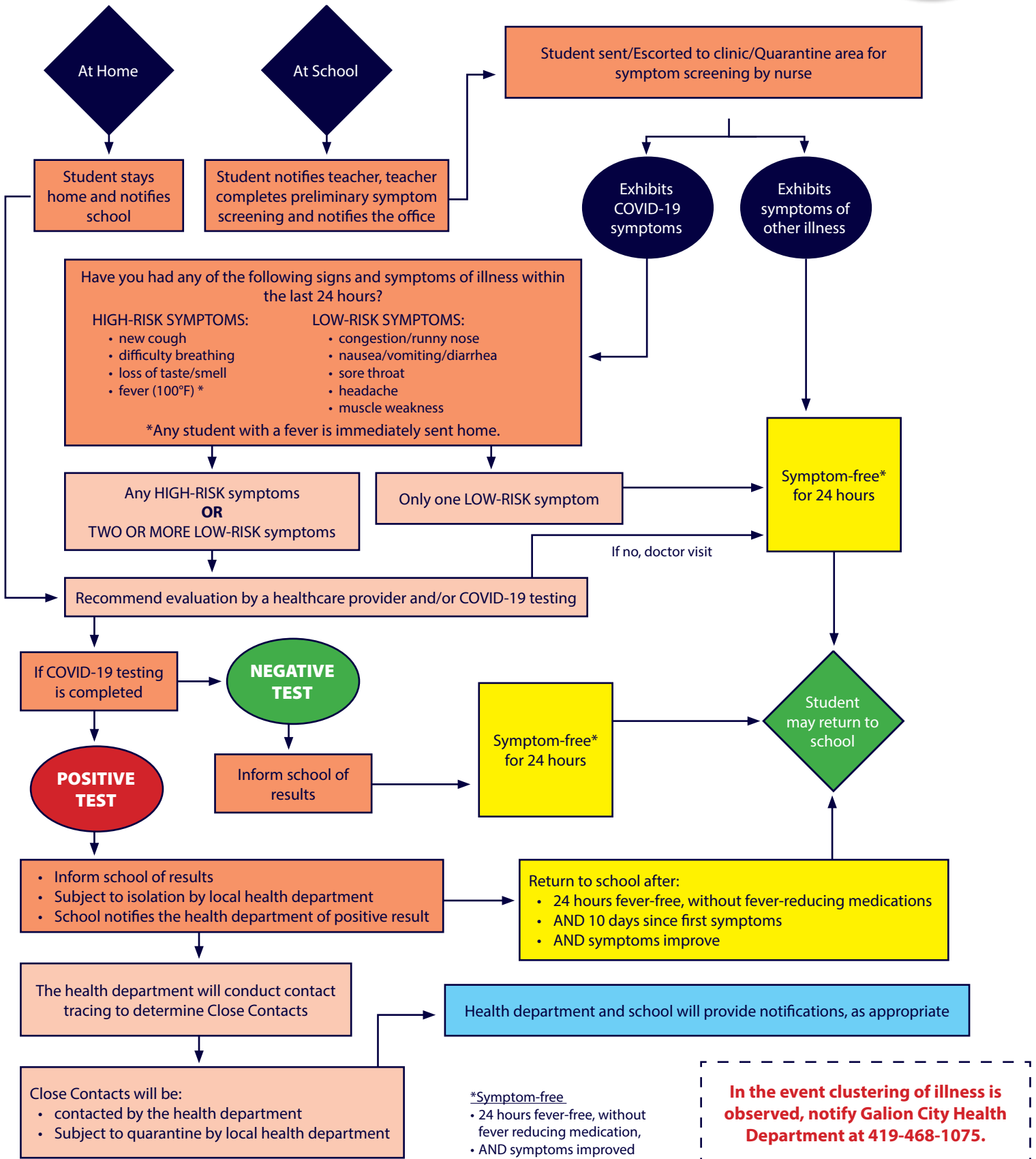
**These guidelines are changing and will be updated as additional guidance is received from local health officials. Any person experiencing COVID-19 related symptoms is strongly encouraged to report to their healthcare provider and follow prescribed care.*



IF AN EMPLOYEE FEELS SICK...



IF A STUDENT FEELS SICK...



*Symptom-free
 • 24 hours fever-free, without fever reducing medication,
 • AND symptoms improved




FERPA

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law enacted in 1974 that protects the privacy of **student education records**.

The Act serves two primary purposes:

1. Gives parents or eligible students more control of their educational records
2. Prohibits educational institutions from disclosing “personally identifiable information in education records” without written consent






Who must comply?	Protected information	Permitted disclosures ¹
 <ul style="list-style-type: none"> • Any public or private school: <ul style="list-style-type: none"> – Elementary – Secondary – Post-secondary • Any state or local education agency <p>Any of the above must receive funds under an applicable program of the US Department of Education</p>	 <p>Student Education Record:</p> <p>Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution</p>	 <ul style="list-style-type: none"> • School officials • Schools to which a student is transferring • Specified officials for audit or evaluation purposes • Appropriate parties in connection with financial aid to a student • Organizations conducting certain studies for or on behalf of the school • Accrediting organizations • Appropriate officials in cases of health and safety emergencies • State and local authorities, within a juvenile justice system, pursuant to specific state law • To comply with a judicial order or lawfully issued subpoena

HIPAA

The **Health Insurance Portability and Accountability Act (HIPAA)** is a national standard that protects sensitive patient health information from being disclosed without the patient’s consent or knowledge. Via the privacy rule, the goal is to:

Insure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being.



Who must comply?	Protected information	Permitted disclosures ¹
 <p>Every healthcare provider who electronically transmits health information in connection with certain transactions</p> <ul style="list-style-type: none"> • Health plans • Healthcare clearinghouses • Business associates that act on behalf of a covered entity, including claims processing, data analysis, utilization review, and billing 	 <p>Protected Health Information:</p> <p>Individually identifiable health information that is transmitted or maintained in any form or medium (electronic, oral, or paper) by a covered entity or its business associates, excluding certain educational and employment records</p>	 <ul style="list-style-type: none"> • To the individual • Treatment, payment and healthcare operations • Uses and disclosures with opportunity to agree or object by asking the individual or giving opportunity to agree or object • Incident to an otherwise permitted use and disclosure • Public interest and benefit (e.g. public health activities, victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety) • Limited dataset for the purposes of research, public health, or healthcare operations

1. Permitted disclosures mean the information can be, but is not required to be, shared without individual authorization.

2. Protected health information or individual identifiable health information includes demographic information collected from an individual and 1) is created or received by a healthcare provider, health plan, employer, or healthcare cleaning house and 2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present or future payment for the provision of healthcare to an individual; and

- (i) That identifies the individual, or
- (ii) With respect to which there is a reasonable basis to believe the information can be used to identify the individual

For more information, please visit the Department of Health and Human Services’ HIPAA website and the Department of Education’s FERPA website.

