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# COVID-19 COMMUNICATIONS GUIDE



## COMMUNICATIONS **PLAN**

FOR COVID-19 POSITIVE CASES

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*THIS GUIDE IS SUBJECT TO CHANGE AS ST. LOUIS COUNTY  
DEPARTMENT OF PUBLIC HEALTH GUIDELINES ARE UPDATED.*

UPDATED 9.1.2021

## **Introduction**

Unprecedented safety measures have been implemented in all Hazelwood School District buildings to help mitigate the spread of COVID-19; however, it is important for the HSD community to understand that the district cannot offer 100% protection from COVID-19. The *Hazelwood School District COVID-19 Communications Guide* has been created to provide clarity about how HSD will communicate important information about COVID-19. The information in the guide adheres to current Centers for Disease Control and Prevention (CDC) and St. Louis County Department of Public Health guidelines (guidelines are subject to change). Additionally, each document in the guide has been closely reviewed by the St. Louis County Department of Public Health. It is important to note that any decisions related to closing a classroom/school would be made in close consultation with the St. Louis County Department of Public Health.

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# COVID-19 EXPECTATIONS

## **HSD WILL**

- ✓ Share positive case and exposure data on the district website
- ✓ Temporarily close areas where the infected person spent time for extra cleaning
- ✓ Monitor symptoms of students and staff, as well as case counts
- ✓ Send students and staff home when they are ill
- ✓ Provide as transparent reporting as possible while still protecting confidentiality
- ✓ Conduct contact tracing to identify potential exposure on campus based on proximity, time together, and lack of face covering
- ✓ Attempt to notify close contacts of a positive case via phone and email
- ✓ Partner with the St. Louis County Department of Public Health for contact tracing off campus



## **HSD WILL NOT**

- ✓ Provide personally identifiable information of an infected person
- ✓ Immediately close a classroom/school because of positive cases
- ✓ Send notification of each individual positive case in a school to non-close contacts

# HOW TO REPORT A POSITIVE COVID-19 TEST

HELP HAZELWOOD  
GET HEALTHY!



## STUDENTS

If a student tests positive for COVID-19, their parent/guardian should contact the school nurse. For additional support and resources, parents/guardians can contact Christian Bertel, Coordinator of Health Services.

## EMPLOYEES

If an employee at a school tests positive for COVID-19, they should contact the school nurse. Employees who work at The Learning Center or don't have an assigned building should contact their immediate supervisor and Christian Bertel, Coordinator of Health Services.



It is crucial that Hazelwood School District families and employees report positive COVID-19 tests to the district. In addition to using the information to conduct contact tracing, the district will provide resources to help those families impacted by positive tests.

**[Click here to view the school nurse contact list.](#)**



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**Christian Bertel**  
Coordinator of Health Services

Dear Parent/Guardian,

It has been determined that your child has been in close contact with a COVID-19 positive case. Your family should follow the recommendations from the [St. Louis County Department of Public Health](#), which currently calls for a **10-day quarantine from the date of the last contact. If your child is fully COVID-19 vaccinated (both doses plus the 14 day completion period) and symptom-free, they do not need to quarantine. Official COVID-19 vaccine documentation must be provided.** Although quarantine is 10 days, please continue to monitor for symptoms for 14 days. Additional information about instruction plans for your child will be shared by the school as soon as possible.

Please monitor your child for symptoms. St. Louis County Department of Public Health recommends that any close contacts to positive cases be tested within 3-5 days of contact with a positive case. Additionally, we recommend temperature checks twice a day (a fever is 100.4°F or above).

Other symptoms include cough, runny nose, sore throat, loss of taste or smell, shortness of breath, muscle aches, nausea, vomiting, or diarrhea. If symptoms are severe, you should call your primary care physician, urgent care, or emergency room. For more information about symptoms, visit the [St. Louis County Department of Public Health website](#).

The St. Louis County Department of Public Health is recommending that anyone who has had close contact with a positive case is tested regardless of whether they develop symptoms. If your child receives a COVID-19 test and/or develops symptoms, please let the school nurse know when the symptoms begin or the test date and results of the test as soon as possible. The information will help Hazelwood School District track other cases that may have occurred with this exposure. Following the aforementioned steps will *Help Hazelwood Get Healthy*.

Thank you for your help and understanding.

Be well,

Christian Bertel  
Coordinator of Health Services  
[cbertel@hazelwoodschoools.org](mailto:cbertel@hazelwoodschoools.org)  
314-953-5083



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**Christian Bertel**  
Coordinator of Health Services

Dear Employee

It has been determined that you have been in close contact with a COVID-19 positive case. You should follow the recommendations from the [St. Louis County Department of Public Health](#), which currently calls for a **10-day quarantine from the date of the last contact. If you are fully COVID-19 vaccinated (both doses or the single Johnson & Johnson shot version plus the 14 day completion period) and symptom-free, you do not need to quarantine. Official COVID-19 vaccine documentation must be provided.** Although quarantine is 10 days, please continue to monitor for symptoms for 14 days.

Please contact your supervisor and the Human Resources Department to address work expectations moving forward.

Please monitor yourself for symptoms. We recommend temperature checks twice a day (a fever is 100.4°F or above). Other symptoms include cough, runny nose, sore throat, loss of taste or smell, shortness of breath, muscle aches, nausea, vomiting, or diarrhea. If symptoms are severe, you should call your primary care physician, urgent care, or emergency room. For more information about symptoms, visit the [St. Louis County Department of Public Health website](#).

The St. Louis County Department of Public Health is recommending that anyone who has had close contact with a positive case is tested regardless of whether they develop symptoms. If you receive a COVID-19 test and/or develop symptoms, please let me know when the symptoms begin or the test date and results of the test as soon as possible. The information will help me track other cases that may have occurred with this exposure. Following the aforementioned steps will *Help Hazelwood Get Healthy*.

Thank you for your help and understanding.

Be well,

Christian Bertel

Coordinator of Health Services  
[cbertel@hazelwoodschoools.org](mailto:cbertel@hazelwoodschoools.org)  
314-953-5083



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**Christian Bertel**  
Coordinator of Health Services

Dear Parent/Guardian,

This is a notification that a spectator at the (Insert specific event information) on (Insert Day of the Week, Month, and Day of the Month) has tested positive for COVID-19. Following the recommendations from the Centers for Disease Control and Prevention (CDC) and the St. Louis County Department of Public Health, everyone who attended the game should complete daily health screens and monitoring for any COVID-19 symptoms.

**All those determined to be close contacts will be contacted directly via phone and email. Those who are not contacted do not need to take any action beyond completing daily health screens and monitoring for any COVID-19 symptoms.**

St. Louis County Department of Public Health recommends that any close contacts to positive cases be tested within 3-5 days of contact with a positive case. Additionally, we recommend temperature checks twice a day (a fever is 100.4°F or above). Other symptoms include cough, runny nose, sore throat, loss of taste or smell, shortness of breath, muscle aches, nausea, vomiting, or diarrhea. If symptoms are severe, you should call your primary care physician, urgent care, or emergency room as warranted. For more information about symptoms, visit the [St. Louis County Department of Public Health website](#).

Thank you for your help and understanding.

Be well,

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**Christian Bertel**  
Coordinator of Health Services

Dear Parent/Guardian,

This is a notification that a participant in Hazelwood School District athletic activities has tested positive for COVID-19. Following the recommendations from the Centers for Disease Control and Prevention (CDC) and the St. Louis County Department of Public Health, everyone who attended the game should complete daily health screens and monitoring for any COVID-19 symptoms.

**All those determined to be close contacts will be contacted directly via phone and email. Those who are not contacted do not need to take any action beyond completing daily health screens and monitoring for any COVID-19 symptoms.**

Anyone who exhibits any symptoms should seek a COVID-19 test. St. Louis County Department of Public Health recommends that any close contacts to positive cases be tested within 3-5 days of contact with a positive case. Additionally, we recommend temperature checks twice a day (a fever is 100.4°F or above).

Other symptoms include cough, runny nose, sore throat, loss of taste or smell, shortness of breath, muscle aches, nausea, vomiting, or diarrhea. If symptoms are severe, you should call your primary care physician, urgent care, or emergency room as warranted. For more information about symptoms, visit the [St. Louis County Department of Public Health website](#).

Thank you for your help and understanding.

Be well,

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