

***Hazelwood School District COVID-19 Communications Guide***

## 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 on a weekly basis
- ✓ 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
- ✓ 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
- ✓ Continue to teach and learn from home when under quarantine



## **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.](#)**



"A Culture of High Expectations and Excellence!"

**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. Following the recommendations from the Centers for Disease Control and Prevention (CDC) and the St. Louis County Department of Public Health, your child should be quarantined for a set time period from the last date of exposure. Quarantining means that your child should not have contact with others as your child may be carrying the COVID-19 virus. **This letter is a follow up to a phone notification that included specific information related to quarantining.**

Your child's teachers will be made aware of your child's status as a virtual learner. Your child will not be considered absent from school during quarantine. If your child is physically capable, they will be expected to participate in virtual class and complete assignments.

It is important that you monitor your child 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 [CDC's website](#).

The St. Louis County Department of Public Health is recommending that anyone who has had close contact with a positive case be tested regardless of whether they develop symptoms. If your child receives a COVID-19 test and/or develop 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. Keep in mind, a negative COVID-19 test does not end quarantine. 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. Following the recommendations from the Centers for Disease Control and Prevention (CDC) and the St. Louis County Department of Public Health, you should quarantine for a set time period from the date of exposure. Quarantining means that you should not have contact with others as you may be carrying the COVID-19 virus. **This letter is a follow up to a phone notification that included specific information related to quarantining.**

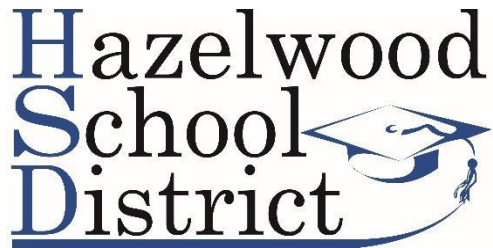
Please contact your supervisor and the Human Resources Department to address remote work expectations while in quarantine. Please monitor yourself for any symptoms. We recommend temperature checks twice a day (a fever is 100.4°F or above). Other symptoms include cough, runny nose, sore throat, loss of 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 as warranted. For more information about symptoms, visit the [CDC's website](#).

The St. Louis County Department of Public Health is recommending that anyone who has had close contact with a positive case be 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. Keep in mind, a negative COVID-19 test does not end quarantine. Following the aforementioned steps will *Help Hazelwood Get Healthy*.

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**Christian Bertel**  
Coordinator of Health Services

Dear X School Community,

It has been determined that X classroom needs to be closed due to multiple positive COVID-19 cases effective immediately. The district is working with the St. Louis County Department of Public Health to provide individual phone call notifications to those determined to have had close contact with any of the positive cases. Following the recommendations from the Centers for Disease Control and Prevention (CDC) and the St. Louis County Department of Public Health, anyone deemed a close contact to a positive case should be quarantined for set time period from the last date of exposure. **All those determined to be close contacts will be contacted directly via phone and email.**

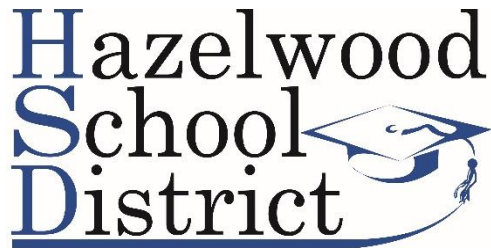
Students in X classroom will revert back to 100% virtual learning until further notice. Additional information will be provided by X school.

It is important for everyone who was in X classroom to be monitored for any 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 as warranted. For more information about symptoms, visit the [CDC's website](#). If any of these symptoms are present, we recommend getting tested for COVID-19. If a positive result is returned, please contact your school's nurse as soon as possible. Following the aforementioned steps will *Help Hazelwood Get Healthy*.

Thank you for your help and understanding.

Be well,

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**Christian Bertel**  
Coordinator of Health Services

Dear X School Community,

It has been determined that X school needs to be closed due to multiple positive COVID-19 cases effective immediately. The district is working with the St. Louis County Department of Public Health to provide individual phone call notifications to those determined to have had close contact with any of the positive cases. Following the recommendations from the Centers for Disease Control and Prevention (CDC) and the St. Louis County Public Health Department, anyone deemed a close contact to a positive case should be quarantined for a set time period from the last date of exposure. **All those determined to be close contacts will be contacted directly via phone and email.**

X students will revert back to virtual learning. Additional information will be provided by X school.

It is important for all X families, faculty, and staff to be monitored for any 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 and 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 [CDC's website](#). If any of these symptoms are present, we recommend getting tested for COVID-19. If a positive result is returned, please contact your school's nurse as soon as possible. Following the aforementioned steps will *Help Hazelwood Get Healthy*.

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*"A Culture of High Expectations and Excellence!"*

**Christian Bertel**  
Coordinator of Health Services

Dear Parent/Guardian,

This is 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, the individual will be instructed to quarantine for a set period of time.

**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.**

Thank you for your help and understanding.

Be well,

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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 during Hazelwood School District athletic activities. Following the recommendations from the Centers for Disease Control and Prevention (CDC) and the St. Louis County Department of Public Health, your child should be quarantined for a set time period from the last date of exposure. Quarantining means that your child should not have contact with others as your child may be carrying the COVID-19 virus. **This letter is a follow up to a phone notification that included specific information related to quarantining.**

Any necessary status changes to your child's instruction model will be shared with your child's teachers.

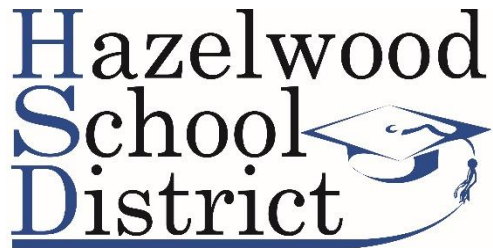
It is important that you monitor your child for symptoms. We recommend temperature checks twice a day (a fever is 100.4°F or above). Other symptoms include cough, runny nose, sore throat, loss of taste or smell, shortness of breath, muscle aches, nausea, vomiting, or diarrhea. If symptoms are severe,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

The St. Louis County Department of Public Health is recommending that anyone who has had close contact with a positive case be tested regardless of whether they develop symptoms. If your child receives a COVID-19 test and/or develop 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. Keep in mind, a negative COVID-19 test does not end quarantine. Following the aforementioned steps will *Help Hazelwood Get Healthy*.

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**Christian Bertel**  
Coordinator of Health Services

Dear Parent/Guardian,

It has been determined that the athletic activity your child participates in at school needs to be discontinued due to multiple positive COVID-19 cases effective immediately. The district is working with the St. Louis County Department of Public Health to provide individual phone call notifications to those determined to have had close contact with any of the positive cases. Following the recommendations from the Centers for Disease Control and Prevention (CDC) and the St. Louis County Public Health Department, anyone deemed a close contact to a positive case should be quarantined for a set time period from the last date of exposure. **All those determined to be close contacts will be contacted directly via phone and email.**

It is important for all participants in this activity to be monitored for any 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 and 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 [CDC's website](#). If any of these symptoms are present, we recommend getting tested for COVID-19. If a positive result is returned, please contact your school's nurse as soon as possible. Following the aforementioned steps will *Help Hazelwood Get Healthy*.

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