

It's vital that you notify your child's school when...

- 1) Your child is exhibiting symptoms of COVID-19
- 2) Your child tests positive for COVID-19
- 3) Any member of your child's household tests positive for COVID-19
- 4) Your child is deemed as a Close Contact of a positive COVID-19 individual and must quarantine
- 5) Your child has been quarantined along with their class or school bus and is now exhibiting COVID-19 symptoms
- 6) Your child has been quarantined along with their class or school bus and has now tested positive for COVID-19
- 7) Your child has traveled out-of-state to a location listed on the public health order's High-Risk State List



If any of the situations above occur, please contact your child's school immediately. Doing so will allow us to act appropriately to ensure the safety of our students and staff. Examples of what we may do with notification include, but are not limited to, making virtual learning arrangements, activating our Rapid Response Team, disinfecting appropriate areas of the school and more. The effectiveness of our COVID Safety Practices relies heavily on a two-way partnership between the district and parents/guardians. We want to work together to share information that will enhance the safety of our entire school community.

The District follows the NMDOH/NMPED Guidance for Reporting:

COVID-19 RESPONSE TOOLKIT FOR NEW MEXICO'S PUBLIC ELEMENTARY SCHOOLS

Rapid Response to a COVID-19 Case in an Elementary School Facility

RESOURCES:

- [NMPED](#)
- [New Mexico Testing Sites](#)
- [COVID-19 Test Results](#) website indicates which NMDOH results tested negative
- [CDC Cleaning and Disinfecting Guidance](#)

Three ways a COVID-19 positive case may be identified in a school facility:

1. School is notified by state agency of a lab-confirmed positive case identified at their site.
2. Report made by a parent/guardian that their child has tested positive.
3. Staff is tested and reports positive result to the school.

Reporting of a Positive COVID-19 Case is Required

ACTION STEP	RESPONSIBLE	TIMELINE
<ol style="list-style-type: none"> 1. Ensure the positive individual has been isolated and sent home. Inform the positive individual and his/her parents/guardians (if a student), that the positive individual will need to self-isolate for 10 days from the specimen collection leading to the positive test result AND until fever-free for 24 hours without fever reducing medication AND until symptoms are improving. 	School Administrator or District/School COVID-19 Point Person Health Staff	Within 4 hours of notification
<ol style="list-style-type: none"> 2. Districts and schools are to contact the NMPED Rapid Response Team to report the positive case within 4 hours of you being notified. Be ready to provide information about the positive case. https://nmgov.force.com/pedrapidresponse 	School Administrator or District/School COVID-19 Point Person District Office	Within 4 hours of notification
<ol style="list-style-type: none"> 3. If a staff member, also report the positive case within 4 hours to NMENV at 505-476-8700. https://nmgov.force.com/rapidresponse/s/ 	School Administrator or District/School COVID-19 Point Person Human Resources	Within 4 hours of notification
<ol style="list-style-type: none"> 4. Complete and submit information about the positive case and close contacts as requested by the NMPED as soon as possible but no later than 6 hours after receiving the emailed instructions. During this time you should also: <ul style="list-style-type: none"> • Shut down impacted facilities/classrooms for 24 hours; and • Perform enhanced cleaning, sanitizing and disinfecting of facilities in accordance with CDC guidance. 	School Administrator or District/School COVID-19 Point Person District Office Maintenance	Within 6 hours after calling NMPED, submit required information about the positive case and close contacts.
<ol style="list-style-type: none"> 5. Provide COVID-19 Positive Case Letter to all staff and families in appropriate languages and on district/school letterhead. If the positive individual was not at school from two days prior to symptom onset (or if asymptomatic, two days before the specimen leading to the positive test result was collected) through the isolation period there is not a school exposure and there is no need to notify the school community. 	School Administrator Superintendent	Within 6 hours of notification
<ol style="list-style-type: none"> 6. Call your regional School Health Advocate for any guidance needed regarding testing, cleaning, closure, etc. See the School Health Advocate Contact List on page 20 and Guidance for Closures on page 9. 	School Administrator or District/School COVID-19 Point Person Health Staff	No time requirement