

**Administrative Offices**

4041 N Central Ave, #1400 • Phoenix, Arizona 85012  
Phone: (602) 506-6900 • Fax: (602) 506-6885

[WeArePublicHealth.org](http://WeArePublicHealth.org)

[Twitter.com/Maricopahealth](https://twitter.com/Maricopahealth)

[Facebook.com/MCDPH](https://facebook.com/MCDPH)

Dear School Partner,

Below are steps you can take if you receive a report of a student or staff being diagnosed with COVID-19.

The person with COVID-19 should:

- Be excluded from the facility until they have completed the isolation period outlined in the [MCDPH Home Isolation Guidance](#).

Your facility should:

- Report suspect cases of COVID-19 to MCDPH by filling out the [COVID-19 School Report Form](#) or [School Reporting Line List](#) and faxing it to 602-372-8935.
  - Please be sure to include your facility's information on the report.
  - MCDPH will investigate the suspected case and follow up with you with any further recommendations for your facility.
- Continue to implement enhanced infection control measures including
  - Ensuring physical distancing in the facility as outlined in the *MCDPH Recommendations for Physical Distancing and Minimizing Exposure* guidance: [MCDPH Physical Distancing in Schools](#).
  - Following masking recommendations as outlined in the *MCDPH Recommendations for Use of Face Coverings in the School Setting* guidance: [MCDPH Face Coverings in Schools](#).

Staff should:

- Develop a system to monitor all staff for fever and symptoms consistent with COVID-19\*.
- Reinforce that staff should not report to work when ill.
- Ill staff members (COVID-related or otherwise) should **stay home** and away from others until they have completed the isolation period outlined in the [MCDPH Home Isolation Guidance](#) ([Release from Isolation Flow Chart](#) may assist in return to facility decisions).
- Ask employees to report known COVID-19 exposures to the designated personnel.
  - Essential businesses (**including schools**) should allow essential employees who have been exposed to COVID-19 but **do NOT have symptoms to continue to work** during their post-exposure quarantine period. These employees should be required to wear a cloth face covering for the 14 days after the last day they were exposed or be excluded from work. See: [Quarantine Guidance for Household and Close Contacts](#).
- Request all staff wear face masks (cloth or otherwise) while at work.

If any staff or student develops any symptoms consistent with COVID-19\* or any respiratory symptom that is not known to be a part of a chronic condition (i.e., asthma, allergies), they should:

- Be separated from other staff/children and excluded from the facility as soon as a parent/guardian can pick them up.
- Be encouraged to get a PCR or antigen (swab) test for COVID-19.
- Remain excluded from the facility until they have completed the isolation period outlined in the [MCDPH Home Isolation Guidance](#) (the [Release from Isolation Flow Chart](#) may assist in return to facility decisions).

\*Please note that symptoms consistent with COVID-19 include:

- Fever or chills
- Sore throat, congestion or runny nose
- Headache
- Nausea, vomiting or diarrhea
- Cough, shortness of breath or difficulty breathing
- Muscle or body aches
- Fatigue
- New loss of taste or smell

Please continue to check the [CDC website](#) for the most up-to-date list of symptoms of COVID-19.

Staff and students should **not**:

- Be required to provide a healthcare provider's note to confirm their illness to stay away from work/school if they are sick.
- Be required to have a negative COVID-19 test or provide a healthcare provider's note to return to work/school after meeting the criteria for release from isolation (see the [Release from Isolation Flow Chart](#)).

Please refer to the links below to aid in your school's response to COVID-19 and to share as you see fit.

- [COVID-19 School Report Form](#)
- [MCDPH Home Isolation Guidance](#)
- [MCDPH Physical Distancing in Schools](#)
- [Quarantine and Social Distancing Guidelines](#)
- [School Reporting Line List](#)
- [Release from Isolation Flow Chart](#)
- [MCDPH Face Coverings in Schools](#)
- [Business Guidance](#)

Thank you for your partnership,

**Marcy Flanagan, DBA, MPH, MA**  
*Executive Director*  
*Maricopa County Department of*  
*Public Health*  
4041 N. Central Ave., Suite 600 |  
Phoenix, AZ 85012  
[Find free and almost-free](#)  
[resources at FindHelpPHX.org](#)

**Rebecca Sunenshine, MD, FIDSA**  
*Medical Director*  
*Disease Control Division*  
4041 N. Central Ave., Suite 600 |  
Phoenix, AZ 85012  
[Find free and almost-free](#)  
[resources at FindHelpPHX.org](#)