

**Baltimore County Public Schools
Office of Health Services**

COVID Reporting Process – Student Athletes

When a student athlete reports having COVID illness and/or having been exposed to COVID outside of the school, the following steps should be taken in this order:

1. The Coach should advise the student to stay/go home.
2. The Coach should notify the Athletic Director immediately.
3. If the report is received while a practice or game is occurring or about to occur, the practice or game may continue. In all other cases, the team should revert to virtual practice until the case has been investigated by nursing. The team should NOT be told that there is or is not a case of COVID.
4. Within 1 hour of receiving the report, the Athletic Director should notify the school nurse by phone and/or email of the name of the student and the nature of concern (COVID illness or exposure). If the report is received after staff duty hours or a weekday or on a weekend, the Athletic Director should email the nurse and copy OHSCoVID@bcps.org
5. The Athletic Director should alert the principal that the situation has been reported to health services and is being investigated.
6. The school nurse (after hours/weekends, a nurse from Health Services) will contact the impacted student and parent/guardian by phone that day. Reports received after 6 pm will be contacted the next day.
7. The investigating nurse will determine whether quarantine or isolation is needed. In addition, the nurse will determine if there were any close contacts at school. All close contacts will receive phone contact from a nurse and placed on quarantine that same day. Oftentimes, the coach and/or athletic director may be consulted to assist with the determination and identification of close contacts.
8. Upon completion of the investigation, the nurse will notify the Athletic Director and Principal including the results including:
 - a) Name of student (case or close contact) and the timeline for the student to return to school/play
 - b) Name(s) of any close contacts from school or athletics and timeline for their return to school/play
 - c) Any additional precautions needed (such as cleaning.)
9. If the student was potentially infectious while at school, the Office of Health Services will provide the principal with a community notice to issue to all persons who were at the school/event during the time the person was potentially infectious.

NOTE: If the case/exposure is for an adult member of the coaching staff, the report should be sent to OHSCoVID@bcps.org. For cases/reports from staff, all other steps remain the same but the investigation is always led by the Office of Health Services, not school nurses.

Throughout this process, confidentiality will be maintained. No persons without a need to know will be given health information. Persons receiving health information may not share it with any other person, unless directed to do so by the investigating nurse.