



# Muskingum County Board of Developmental Disabilities

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Dear Families,

Last week I sent a letter describing the procedure for reporting absences in regard to Governor DeWine's public health order that requires public schools to create an alert and reporting system for positive COVID-19 cases among students and staff members. After further review we have once again revised our COVID-19 plan as follows:

**COVID-19 Positive Test Reporting Procedures for Students and Staff** – *If at any time a student/staff tests positive for COVID-19 or receives a clinical diagnosis, the following procedure should be followed:*

- *Dial (740) 487-4360, which is a confidential voicemail, and leave a message indicating the positive test/clinical diagnosis.*
- *Within 24 hours of receiving the message, the Director of Education/Designee will report the case to the local health department, and will notify other parents and guardians about the case in writing; providing as much information as possible without releasing protected health information.*

We made this revision to assure we are maintaining the highest level of confidentiality for you and your students. The updated plan can be found on our website, [www.muskingumdd.org](http://www.muskingumdd.org). If you have any questions in regard to this update, or about reporting positive tests to the school, please let me know.

Thanks,

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Working in partnership with individuals with developmental disabilities and their families  
Providing opportunities utilizing public and private supports to live, learn, work, and play in the community.

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