



COVID-19 Probable Case Report Form

To help keep our schools as safe as possible it is important to quickly identify students and staff with COVID-19 and isolate them from other people as soon as they are identified. Any student **OR** staff meeting the below criteria must be reported to the Ottawa County Health Department immediately so the case investigation and contact tracing procedure can be conducted. The sooner this process begins the more effective it is in preventing further spread of COVID-19 within our schools and community.

Please gather the following basic demographic information.

Name of student/Staff: _____ Date of Birth: _____
Phone Number: _____ Parent/or Guardian Name (If applicable): _____
Address: _____

For the scope of this reporting form, schools are asked to only report a probable COVID-19 case that is defined as someone who is meeting **BOTH** the clinical and epidemiological criteria outlined below.

1. Clinical Criteria

Please indicate below if the individual is experiencing **TWO** or more of the following symptoms:

- | | |
|--|-------------|
| <input type="checkbox"/> Fever (measured* or subjective) | Onset Date: |
| <input type="checkbox"/> Chills | Onset Date: |
| <input type="checkbox"/> Rigors | Onset Date: |
| <input type="checkbox"/> Myalgia | Onset Date: |
| <input type="checkbox"/> Headache | Onset Date: |
| <input type="checkbox"/> Sore throat | Onset Date: |
| <input type="checkbox"/> New olfactory and taste disorder(s) | |

OR At least **ONE** of the following symptoms:

- | | |
|---|-------------|
| <input type="checkbox"/> Cough | Onset Date: |
| <input type="checkbox"/> Shortness of breath | Onset Date: |
| <input type="checkbox"/> Difficulty breathing | Onset Date: |

2. Epidemiological Criteria

Please also indicate if the individual meets the following definition as a close contact

- Close contact (within 6 feet for a period of 10-30 minutes or more) with another probable, or lab-confirmed case of COVID-19 (e.g., household contacts**)

Please report all probable COVID-19 cases to the health department via telephone at 419-734-6800 **AND** by faxing this report to 419-734-6888. If you have any questions, or need further guidance, please reach out to the Epidemiologist Mike Capuano MPH, SIT via the health department main line mentioned above. Thank you!

Footnotes

*measured fever is defined as 100.4^F or higher

** It is safe to assume that all household contacts to a probable case are considered close contacts and are recommended to quarantine for 14 days after last exposure to the COVID-19 case.