



## Hawaii Department of Education COVID-19 Reporting Procedures for Direct Service Contracted Providers

**LAST UPDATE: 7/29/2020**

The following procedures should be followed by providers and agencies that are contracted by the Hawaii State Department of Education (HIDOE) to provide direct specialized services to students such as speech, occupational therapy, physical therapy, skilled nursing, interpreter, and behavior support services.

When a provider contracted by the HIDOE either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

1. The contracted provider will notify his/her agency immediately upon confirmation of infection.
2. The contracted provider will immediately notify the school principal, or approved designee, via phone call.
  - All communication to the HIDOE staff and student families will come from the HIDOE administration or the Department of Health (DOH). Contracted providers and/or agencies should not contact parent(s)/legal guardian(s) directly.
3. The school principal, or approved designee, will provide written notification via email to the District Educational Specialist and the HIDOE Contract Manager.
4. The contracted agency should provide a substitute provider as outlined in their contract agreement with the HIDOE until the contracted provider is able to return to the school campus.
5. The school principal, or approved designee, will communicate any staff substitutions to the parent(s)/legal guardian(s).
6. The DOH will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.
7. The DOH will work with the school principal if it is identified that someone (student or staff) at the school is affected.
8. The school principal, or approved designee, will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school.
9. The school principal, or approved designee, will contact the Office of Facilities and Operations to arrange necessary cleaning and disinfecting of school facilities.
10. The affected individual(s) and contracted agency will receive a letter from the DOH notifying them once they are cleared to provide services or have completed their quarantine or isolation.
11. The contracted agency will provide the DOH clearance letter via email to the HIDOE Contract Manager before the contracted provider returns to a school campus.

# OFFICE OF Student Support Services



12. The HIDEO Contract Manager will notify the school principal and DES via email that the contracted provider is cleared to return to the school campus and will determine the start date for the contracted provider to return.
13. The HIDEO Contract Manager will approve or deny the contracted provider's return to work and coordinate a start date.
14. The contracted provider should not provide services until receiving approval from the HIDEO Contract Manager and a confirmed start date.

When a provider contracted by the HIDEO is awaiting test results after being tested for COVID-19, and is exhibiting illness symptoms:

1. The contracted agency will follow sick leave procedures as outlined in their contract agreement with the HIDEO.
2. If the contracted provider is exhibiting symptoms of COVID-19, it is strongly recommended that the provider contact their primary care provider to receive treatment and self-quarantine.

When a provider contracted by the HIDEO has not been tested for COVID-19, and is exhibiting illness symptoms:

1. The contracted agency will follow sick leave procedures as outlined in their contract agreement with the HIDEO.
2. If the contracted provider is exhibiting symptoms of COVID-19, it is strongly recommended that the provider contact their primary care provider to receive treatment and self-quarantine.

For additional information on COVID-19, please refer to the Centers for Disease Control and Prevention at: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>