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|  **PATIENT INFORMATION**Last Name First Name Middle (Initial) DOB Age Male [ ]  Female [ ] Address City County Zip Code Parent/Guardian Phone Parent/Guardian Name Staff [ ] Student [ ]  Grade Level Room#/Teacher Last date of attendance Onset of symptoms  | **REPORTING SOURCE**Notification DateReporter Name  School Name Address City Zip  Phone  Additional students or staff identified as close contacts*In general, close contact is defined as:* 1. *a. being directly exposed to infectious secretions (e.g., being coughed on); or*
2. *b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.*
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|  **Lab-Confirmed Case in the School*** If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify DSHS PHR 1 by emailing COVID-19 school reporting form to: HSR01.Executive@dshs.texas.gov

 Email subject line should indicate School Name/Report Form (ex. ABC ISD/Report Form)* Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
* Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.

[SY 20-21 Public Health Guidance](https://tea.texas.gov/sites/default/files/covid/SY-20-21-Public-Health-Guidance.pdf) (PDF) August 4, 2020<https://tea.texas.gov/texas-schools/health-safety-discipline/covid/coronavirus-covid-19-support-and-guidance> |