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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 Date  Reporter 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.* |
| **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](mailto: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> | |