

Sept. 8, 2020

Dear Superintendent:

On Thursday, Sept. 3, the Ohio Department of Health issued [an order](#) encouraging families and requiring schools and local health departments to report information about positive COVID-19 cases in children. The goals of the order are to provide communities with information to minimize the further transmission of COVID-19 and to allow local health officials to begin timely contact tracing. Parents/guardians are being asked to report to their schools new positive COVID-19 cases for their children enrolled in school, from preschool-aged through grade 12, beginning Tuesday, Sept. 8. Districts and schools must notify affected students/parents (in same classroom and building) and their local health departments within 24 hours of learning of student and/or staff cases.

[Reporting templates and guidance for schools](#) are available on the [coronavirus.ohio.gov website](https://coronavirus.ohio.gov). The reporting template will only need to be submitted to your local health department on days when you have new cases to report. Additionally, if you are unsure of your primary local health department, the Ohio Departments of Education and Health have provided [a list based on geographic location](#) to use for reporting purposes. A list of health department contacts and email addresses is being sent to you in a follow-up email.

Notification letter templates have also been posted at [coronavirus.ohio.gov](https://coronavirus.ohio.gov), which you may use to inform affected students and parents/guardians: [for those in the same classroom as a positive case](#), [for those in the same school building as a positive case](#), and [for students who are symptomatic](#).

Below is a timeline for major activities outlined in the order requiring reporting and notification of COVID-19 cases.

- Sept. 3 — Order signed by the Director of the Ohio Department of Health.
- Sept. 8 — Parents begin notifying schools of positive COVID-19 cases in enrolled children. Schools/school districts notify affected students/parents and their local health department within 24 hours of learning of student and staff cases.
- Sept. 15 — Local health departments report cumulative data to the Ohio Department of Health.
- Sept. 17 — Ohio Department of Health reports cumulative statewide data on [coronavirus.ohio.gov](https://coronavirus.ohio.gov).

We encourage you to contact your local health department with questions. We know you are managing many operational changes and challenges due to COVID-19, and we appreciate your willingness to include case reporting among your efforts as we strive, together, to protect Ohioans. Thank you for your leadership in overseeing the safety, health, and wellness of your students.

Sincerely,

Lance Himes, Interim Director  
Ohio Department of Health

Paolo DeMaria, Superintendent  
Ohio Department of Education

