

Central Communication Center (CCC)

Coronavirus Disease 2019 (COVID-19) testing Reporting Procedures

Reporting of Staff Testing and Updates

Reporting of staff testing and updates should be limited to the circumstances listed below.

- The initial testing information (see template below). There is no need to report any subsequent re-tests to a positive result for staff.
- An update noting the initial results (positive/negative).
- An update when the staff has been medically cleared to return to duty.

Template for Reporting of Staff COVID-19 Cases

Staff Name:

Program Name:

- When was person tested?
- Results? (positive/negative/pending)
- When are results expected (if not received yet)?
- When was staff last at work?
- Does staff work directly with youth?
- Was the staff having symptoms while at work?
 - Fever/Chills?
 - Cough?
 - Shortness of Breath?
 - Flu Like Symptoms?
 - Other Symptoms? Specify, if possible.
- Are there any concerns of exposure to other staff/youth? If so, what actions have been taken?
- Has the staff been instructed to self-quarantine? For how long?
- What office/building does the staff work out of?
- Is this office co-located with other program areas? If yes, what program areas are co-located?

Reporting of Youth Testing and Updates

Reporting of youth testing and updates should be limited to the circumstances listed below.

- The initial testing information (see template below).
- An update noting the initial results (positive/negative).
- An update regarding any re-tests subsequent to a positive result.
- An update when a positive youth has been removed from medical isolation or released from the facility.
- For probation youth: reporting must be specific and match the youth's placement on the facesheet. Intake youth are not reportable unless they are on supervised release or

supervised home detention. These youth will be logged as on intake or probation if they have a probation status. They will not be listed with a detention status.

Template for Reporting of Youth COVID-19 Cases

YOUTH Name and DJJ ID #:

Program Name:

- When was the youth tested?
- Results? (positive/negative/pending)
- When are results expected (if not received yet)?
- Was the youth tested as part of pre-release procedures?
- If yes, what is the youth's anticipated release date? Is youth being released on any type of supervision such as home detention, probation, post-commitment probation?
- Was the youth having symptoms?
 - Fever/Chills?
 - Cough?
 - Shortness of Breath?
 - Flu Like Symptoms?
 - Other Symptoms? Specify if possible
- Has the youth been placed in medical isolation/quarantine?
- Are there any concerns of exposure to other staff/youth? If so, what actions have been taken?

When making an initial report on a COVID-19 case, please fill out the appropriate template completely and email it to COVIDReporting@djj.state.fl.us. Please also review the information above for when an update to the initial report is needed and send the update to COVIDReporting@djj.state.fl.us.