

## Reporting to CCDPH

**Reporting cases/close contacts:** palak.panchal@cookcountyhhs.org

**For general guidance questions:** (708)633-3319 or email: ccdphcovid19@cookcountyhhs.org

1. **Email subject line:** please provide school name, city

### **In the Excel template:**

2. **If reporting a confirmed case,** please provide:

- Name
- Date of birth
- Address
- Email (minor: parent/guardian)
- Phone number (minor: parent/guardian)
- Close contact (name, phone number, email)
- Date of Symptoms (Y/N)
- Last day of school attendance
- Need a letter of release from quarantine or isolation (Yes/No)

3. **If reporting a close contact,** please provide:

- Name
- Email
- Phone number (minor: parent/guardian)
- Case (name, phone number, email)
- Last day of contact with case
- Need a letter of release from quarantine or isolation (Yes/No)

4. Email body: indicate which ones are new cases (that are added to the line list).

5. Lastly, please NOTIFY cases and/or close contacts that they will be receiving a call from Cook County Department of Public Health.

**\*\*A close contact CANNOT be released from 14-day quarantine regardless of negative test results. ALL close contacts MUST quarantine 14 days from their last day of contact with a confirmed case.**

**Letter of Release from Isolation/Quarantine:** *Turnaround time is based on the # of days of monitoring during quarantine or isolation.*

- **Process:** When a cases or controls are reported to LHD, email addresses of cases/close contacts are entered in the software system which sends a health assessment URL for symptom monitoring. A link to the health assessment URL is sent during each day of monitoring period. The day after the submission of the last health assessment, a customer satisfaction survey needs to be completed.
- Letter of release from quarantine/isolation can be *requested* using the same health assessment URL the day **AFTER** their last day of monitoring.
- Monitoring survey **MUST** be completed for each day. If a day of monitoring is missed, a letter of release **WILL NOT** be generated by the system.

**\*\*Currently, LHD is NOT providing letters of release from quarantine/isolation for those staff or students who are working or studying remotely and do not need to come back to building.**

- **IDPH Guidelines on Release from Quarantine/Isolation for Cases and Controls:**

<https://www.dph.illinois.gov/covid19/community-guidance/isolation-quarantine>

- **COVID-19 Guidance for schools:** <https://cookcountypublichealth.org/school-health/>