

COVID-19 Reporting Form FAQ

- The purpose of the reporting form is to provide additional information to students, families, staff and community regarding school-related cases. We should all be taking steps to protect ourselves and others from getting and spreading COVID-19 inside and outside of the school setting.
- COVID-19 and cold / flu have similar symptoms. We cannot emphasize enough how important it is for staff and students to monitor their symptoms and stay home if they have any symptoms of COVID-19, cold or flu.
- In collaboration with Buncombe County Public Health and Buncombe County Schools, Asheville City Schools will be releasing its first COVID-19 reporting form on Thursday, November 5th. The first report will begin with case counts from the week of October 27 through November 3 and will be released on November 5.
- The reporting form will be updated once a week, each Thursday at 9:00 AM. Only cases from the previous **Wednesday** through **Tuesday** will be reflected. As such, COVID-19 confirmed cases that are discovered **Wednesday** will appear on the **following week's** dashboard refresh.
- If you have a question about this reporting tool, please reach out to your respective central office.
 - Asheville City Schools-ashley.thublin@acsgmail.net
 - Buncombe County Schools-stacia.harris@bcsemail.org
- All laboratory-confirmed cases and close contacts of a positive case will be notified individually by a Buncombe County Public Health Contact Tracer. If you have not been contacted by a contact tracer, you have not been identified as a close contact.
- All public and private schools within Buncombe County are invited to participate in this report. If your school is interested in participating, email Stacey Wood at hhscommunications@buncombecounty.org.
- The reporting form will combine staff and student numbers and include:
 - New Cases Reported On __ (remember it will always have at least a one day lag time to ensure all have been contacted)
 - Active Cases Reported On __
 - Released From Isolation
- Central Office numbers from the larger school systems will be included in the report. The data will not include staff working remotely or students learning in a remote setting.

- The NC Department of Health and Human Services (NCDHHS) provides data on school settings where there is an ongoing cluster and the number of positive COVID-19 cases and deaths related to that cluster. School principals are required per G.S. 130A-136 to report suspected cases of reportable communicable diseases (including COVID-19) to the local health director of the county or district in which the school or facility is located. See the clusters report [here](#).

Updated 11-5-20 - SW