

2200 N. Seminary Ave., Building A  
Woodstock, IL 60098  
815-334-4500  
815-334-0191 (Secure Fax)



## McHenry County Department of Health

### Memo

To: McHenry County Schools

From: Susan Karras, MBA, BSN, RN  
Director, Public Health Nursing

Date: March 5, 2020

Re: **MCDH School Update, Guidance, and Communication Plan**

---

With the ongoing concerns of COVID-19, the McHenry County Department of Health is determined to take a proactive approach to addressing the needs and concerns of the community. In an effort to ease public concern, we are hosting weekly briefings for school officials. Our first briefing is scheduled for next week on **Tuesday, March 10 from 11:00 am-11:30 am**. This call will occur every Tuesday at the same time until further notice.

Please use the following call information:

**Phone: 712-770-4700**

**Participant code: 666524**

With the numerous calls coming into the Department of Health, we are encouraging anyone with general questions about COVID-19 to please call the IDPH hotline at 800-889-3931 or email [DPH.SICK@ILLINOIS.GOV](mailto:DPH.SICK@ILLINOIS.GOV). For travel questions, please visit <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. Please share these resources with staff and families and post on your websites.

In order to provide a more efficient process of communication with schools, we will be using a system called RedCap. We would like for every school to provide two (2) contacts that will be communicating with MCDH, one being the primary and the second as a back-up, at the following link [https://is.gd/school\\_contact\\_survey](https://is.gd/school_contact_survey). Please report your contacts through this link **by 4:30pm on Tuesday, March 10<sup>th</sup>**. Inform your contacts that they will receive an email that will include instructions on reporting COVID-19 suspect/quarantine individuals and asking questions within the RedCap system **by 4:30 pm on Thursday, March 12<sup>th</sup>**.

#### Reporting Guidelines:

- Any student or staff that has a fever and/or respiratory symptoms that has had contact to anyone that has traveled to a level 3 country (Check CDC website, <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>).



---

Visit [MCDH.info](http://MCDH.info)

3/5/20

Follow us on  at [twitter.com/mchenrycohealth!](https://twitter.com/mchenrycohealth) or



at [www.facebook.com](http://www.facebook.com)

Page 1 of 2

- Any staff or student returning from a level 3 country should be quarantined for 14 days, starting the day they return to the United States. MCDH will notify you at the completion of the 14 days so as to clear the student or staff to return to school.

This information will be further discussed on our phone conference scheduled for Tuesday, March 10<sup>th</sup> with opportunity for questions.

Please share this memo with your Superintendents, Administrators, and school health professionals.



Visit [MCDH.info](http://MCDH.info)

Follow us on  at [twitter.com/mchenrycohealth!](https://twitter.com/mchenrycohealth) or



at [www.facebook.com](http://www.facebook.com)