

**Communicable Disease Epidemiology  
and Immunization Section**

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**Public Health**   
Seattle & King County

September 18, 2023

Dear School Partner,

In response to the recent Washington Department of Health (DOH) updates to the [Guidance to Prevent and Respond to COVID-19 in K-12 Schools and Child Cares](#), Public Health – Seattle & King County (PHSKC) is modifying the COVID-19 reporting process for K-12 schools.

For the 2023-2024 school year, weekly aggregate reporting of COVID-19 cases among staff and students is optional. However, please continue to report COVID-19 outbreaks and other suspected outbreaks to PHSKC per the Washington Administrative Code ([WAC 246-101](#)). The current guidance from DOH defines a COVID-19 outbreak as meeting criteria either from numbers 1 or 2 below, as well as from number 3:

**1)** At least 5 cases within a specified core group (e.g., classroom, extracurricular activity, before/after school care) that meet criteria for a COVID-19 case from a positive test

**OR**

**2)** Multiple COVID-19 cases from positive tests comprising at least 20% of students, teachers, or staff within a specified core group.

**AND**

**3)** All the following criteria are met:

1. Initial cases have a symptom onset or positive test result within 7 days of each other.
2. There is no evidence that transmission was more likely to have occurred in another setting outside of school (e.g., household or outside social contact).
3. Cases are linked in the school setting or a school sanctioned extracurricular activity.

Schools should report these suspected outbreaks through the School Reporting form link sent each Friday to the point of contact identified for your school or district. That weekly email is sent from [covidcasereview@kingcounty.gov](mailto:covidcasereview@kingcounty.gov) with the subject line “Weekly Reminder - Public Health COVID-19 Report.” Please let us know if you need access to the PHSKC School Reporting form or need to change point of contact for your school or district.

Thank you for all you do to protect the health and safety of your students, staff, and communities. As always, please feel free to contact PHSKC if you have any questions or concerns at [covidcasereview@kingcounty.gov](mailto:covidcasereview@kingcounty.gov) or by calling our main line at 206-296-4774.

With appreciation,

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