

## **Positive Covid protocols:**

When we have a positive in the district several things are immediately put into play.

- We use our district tracking document to start the investigation process. This helps us identify who may have been a close contact or in proximity (between six to twelve feet - or for Vale, in the same cohort/classroom). It also reviews various depts. to consider, such as transportation or support staff.
- We contact staff directly involved to provide us with information and seek out potential close contacts.
- Students/staff who are close contacts immediately go to one of our designated isolation spaces or they leave if able to do so. (This is a rare occurrence as most are already at home.)
  - Close contact is considered closer than six feet for a cumulative of 15 minutes in a 24-hour period. This is a generalized rule and may depend on circumstances.
- We contact families of students in close contact or proximity and provide necessary information as well as offer guidance.
  - We only contact those who have been in close contact or proximity as we are doing our best to maintain a certain amount of privacy for those who have tested positive.
- We review safe return dates with those involved directly. Offer guidance and refer to HCP for follow up.
- We contact administration (typically Glenn and building specific admin).
- I contact Scott Brown to update the district Covid dashboard.
- I complete a report for the DOH and send that to Stephanie Snitily (at DOH).
- If there is question or concern related to the incident either Glenn or I reach out to the DOH for further guidance on how to handle the situation.

Bottom line is if a student or staff member are determined not at risk (no close contact or proximity to positive) or to have direct involvement then we do not contact them.

The bulk of the legwork is done by Adriana and Amber. We work very hard to mitigate risk to all others while maintaining privacy for those directly involved.

It is a time consuming and detailed process and we aim to handle things efficiently and professionally.