



## APPENDIX A: ICCSD CONTACT TRACING PROTOCOL RELATED TO COVID-19

Contact tracing is part of the process of supporting patients with suspected or confirmed infection. Schools may contact public health when a student or staff member presents with signs and symptoms of COVID-19.

**School notified of positive COVID-19 test or symptomatic person.  
Person taking the information notifies the building administrator.**

**Building Administrator**

**Notifies Chief Operating Officer & Director of Community Relations**

**Chief Operating Officer:**

- Determinations regarding additional cleaning
- Evaluates need (in conjunction with JCPH and the District's COVID-19 Decision Matrix) for classroom / building closure
- Collaborate with Director of Community Relations on COVID-19 dashboard

**Director of Community Relations**

- Provides communication
- Maintains COVID-19 dashboard

**Notifies Health Services Specialist**

If unable to reach the individual within 48 hours, send JCPH "Unable to Contact" Letter

Building Administrator & Health Services Specialist work with JCPH regarding investigation and contact tracing results to determine next steps.

Health Services Specialist will notify Chief Operating Officer & Director of Community Relations on number of individuals in isolation/quarantine.

**Notifies School Nurse**

Contacts family or staff member to confirm information and conduct case investigation interview over phone within 24 hours of notification.

School Nurse reviews investigation information

**Contact Tracing** (completed the same day as the case investigation).

- At least 2 separate attempts on separate days should be made to reach a contact.
- If unable to reach a contact, JCPH will take over contact tracing.

School Nurse notifies Health Services Specialist of investigation results.

**Notifies Custodian**

Initiate disinfecting protocol as needed.