

**Contact tracing and communication around
Student COVID Cases During 100% Remote Learning**

When staff are alerted by the parent/guardian of a student who is COVID positive, they must immediately communicate that to their Covid Site Supervisor. They should not share this information with any other staff at this time.

1. The COVID Site Supervisor (CSS) will gather information:
 - a. Name of ill person
 - b. How was status reported
 - c. Name of staff reporting
2. The CSS or designee will contact the student's parent/guardian to gather additional information:
 - a. When was the last time the student was in an EPS building?

Within Last 2 weeks	More than 2 weeks
<ul style="list-style-type: none">• Inform parent/guardian that someone from our CRT team will be in contact with them.• See if they need help reporting attendance• See if student needs help with missed class time or work.• Continue to # 3	<ul style="list-style-type: none">• See if they need help reporting attendance-share with registrar (attendance)• See if student needs help with missed class time or work and share with nurse who can coordinate contacting school staff as needed.• Move to # 5

3. The CSS will contact the Covid Response Team (CRT) Kathy, Randi or Kari and report positive student.
4. The CRT team will follow their contact tracing process.
5. The CSS will add student name to building COVID Line List. This document will be in a shared folder. Building admin, CSS, registrar(attendance), nurse and CRT will be able to access as needed.