



## POSITIVE CASE CHECKLIST

### Connect with Parent

- Gather information from parent including how long the student was showing symptoms and when the test was administered. This will assist in tracking potential contact with other students.
- Instruct parent on the length of time student is expected to quarantine. CDC guidelines say 10 days since symptoms first appeared

### Contact Tracing

- Use Contact Tracing Report on the Student Card to establish list of individuals with shared classes
- Determine which students may have been in contact with positive student based on seating charts and class schedules
- Move students who have been in contact with positive student to COVID ward

### Quarantine Tracking

- Use Quarantine Tracking on each student card to begin tracking length of time away from campus and type of quarantine (Positive/Exposure)
- The Quarantine Module on the main dashboard will create a report of all quarantined students

### Communicate with Parents

- Use list of students in close proximity to create a Broadcast message
- Contact parents of students who have been exposed/potential exposure
- Provide parents with any necessary information regarding remote instruction