

STANDARD OPERATING PROCEDURE



COVID-19 – REPORT OF CLOSE CONTACT

PURPOSE:

To protect staff and students and reduce the spread of contagious disease and infection.

SCOPE AND APPLICABILITY:

A report of a close contact may require varying responses based on the individual case dynamics. The response to a report of a close contact will be dealt with on a case-by-case base. The following protocol should be used when a report of a close contact with COVID-19 case has been reported.

PROCEDURE:

TEACHER/STAFF MEMBER –

- Report the confirmation of a confirmed case.
- Begin identifying anyone who may have been in close contact with the individual.

ADMINISTRATOR/DEPARTMENT HEADS –

- Validate that the individual has been in close contact with a person who has tested positive. Close contact is ANY of the following, even if the positive individual didn't exhibit symptoms at the time of contact:
 - Had direct physical contact with the person (e.g., hug, kiss, handshake).
 - Were within 6 feet of the person for more than 15 minutes within 48 hours and were not wearing a mask.
 - Had contact with the person's respiratory secretions (e.g., coughed/sneezed on, contact with dirty tissue, sharing a drinking glass, food or towels or other personal items).
 - Stayed overnight for at least one night in a household with the person.
- Contact District Superintendent or Assistant Superintendent to notify that contact tracing will begin.
- Individuals who have been in close contact with a confirmed case should follow these recommendations:
 - Quarantine as directed.
 - Self-monitor for symptoms to protect themselves, their family and the community.
 - Get tested if symptoms manifest.
- Identify areas where they might have been in close contact with others.
- Follow local public health guidance for course of action. Recommendations will be given on a case-by-case basis.
- Follow District guidance for course of action which could include:
 - Excluding suspected and close contacts from school as they follow isolation or self-quarantine instructions until they can safely return.
 - A short-term dismissal of students and most staff for 1-2 days.
 - Extended school dismissal.
- Reassure that local public health is collaborating with the school to identify any student or staff that were in close contact.
- Clean and disinfect thoroughly.

SUPERINTENDENT / ASST SUPERINTENDENT

- Notify South Central District Health of the close contact.
- Work with Public Information Officer on information that needs to be shared with public.

QUARANTINE PROCEDURES

- For individuals, not wearing a face mask, who were in close contact (within 6 feet for more than 15 minutes) with an individual with a confirmed case, the 14 day quarantine will apply from the onset of symptoms. If the confirmed individual had no symptoms, individuals who were in close contact will be quarantined for 7 days from the date of the test.
- Individuals may come out of quarantine and return to school on the 8th day providing they wear a face mask for 7 days and monitor for symptoms.

- If an individual chooses not to wear a mask, they will remain quarantined for an additional 7 days.
- Individuals who were wearing a face mask while in close contact with a confirmed case will not require quarantine.

CLOSE CONTACT DEFINED

Either individual wearing a mask – 3 feet and more than 15 minutes

No one wearing a mask – 6 feet and more than 15 minutes