

Contact Tracing Checklist for Principals

Updated 3/24/21 changes in bold.

- Review email from Jodi Smelko-Schneider, school nurse or public health official
 - Identify contact tracing dates listed in notification
 - Confirm individual attendance
 - Last date of attendance: _____
- Determine schedule
 - Cohort
 - Teachers/colleagues
 - Lunch/Specials
 - Extra-curricular activities
- Talk with teachers/colleagues to determine if they were within close contact? Are they exhibiting symptoms?
 - Were you within 6ft of the individual for 15 or more cumulative minutes?
 - Are you vaccinated? If so, have 14 days past since your second dose of Pfizer/Moderna or single dose of Johnson & Johnson?**
 - Identify if the classrooms of the positive individual are set up to have all the students seated 3 feet apart.**
 - While in the classroom setting were masks worn by both individuals 100% of the time- nose and mouth covered? Any individuals within 6 feet and both wearing masks will be identified as a close contact but will qualify for a modified quarantine from school only and must wear a mask while attending.**
 - Obtain seating charts for all classes attended- **Noting if the classroom is set up to have all the students seated 3 feet apart, or not.**
 - Check close contacts with the individual
 - Were students/staff present on close contact day(s)
 - Were they within 6 feet of individual for 15 or more cumulative minutes
 - While in the classroom setting were masks worn by both individuals 100% of the time- nose and mouth covered? **Any classrooms set up to have all the students seated 3 feet apart- indicated the individuals within 6 feet and both wearing masks they will be identified as a close contact, but will not be required to quarantine from school only and must wear a mask while attending.**
 - The Close Contact lists must indicate**
 - Which individuals did not wear masks (nose and mouth covered) 100% of the time and were closer than 6 feet for greater than 15 cumulative minutes
 - Quarantine 100%**

AND

- ❑ Which individuals were within 6 feet with masks (nose and mouth covered) 100% of the time for greater than 15 cumulative minutes within classroom with a set up to have all the students seated 3 feet apart
 - ❑ Individuals who had a mask on 100% of the time are still identified as a close contact, but are permitted to attend school and school extracurriculars/sports only during their quarantine.

AND

- ❑ Which individuals were within 6 feet with masks (nose and mouth covered) 100% of the time for greater than 15 cumulative minutes within classroom are NOT set up to have all the students seated 3 feet apart
 - ❑ Quarantine 100%

AND

- ❑ Which individuals were within 6 feet with masks (nose and mouth covered) 100% of the time for greater than 15 cumulative minutes and have been fully vaccinated and 14 days have passed since the second dose of Pfizer/Moderna or single dose of Johnson & Johnson.
 - ❑ No Quarantine
- ❑ Contact Petermann to determine close contact on the bus- Emily Martin (614) 563-8159 emartin@petermannbus.com and Jeff Vrabal jvlabel@petermannbus.com
 - ❑ While riding the bus identify the individuals within 6 feet for greater than 15 cumulative minutes
 - ❑ Quarantine 100%
- ❑ Send the list of **Close Contact** names to Lida Morris Lida_Morris@plsd.us Ext. 6188 (she is at the Welcome Center) once the list of contacts has been determined (names only) send to Lida.
 - ❑ Lida will create a spreadsheet with needed person information required by FCPH and share with principal to give to FCPH.
- ❑ (this step is currently on hold) Email the list Lida has prepared for you to the Health Department, as requested, the names, address and emergency contact 1 with their contact info, of individuals who fall within the close contact. Copy Jodi Smelko-Schneider on this email.
- ❑ Jodi or Kristina will share letters to the principal to be sent within 24 hours of the notification of the positive or probable case.

- ❑ Send building letter to entire school families through IC and including staff via email.
- ❑ Send class letter to all students who have class with the individual who you are tracing. This should be sent through IC (contact Bethany Thompson for IC assistance) **AND** a hard copy given to the students.
 - ❑ Class letter should go to the same cohort as the identified individual, not all student registered for the class.
 - ❑ Hard copies may need to be mailed if cohort not in session