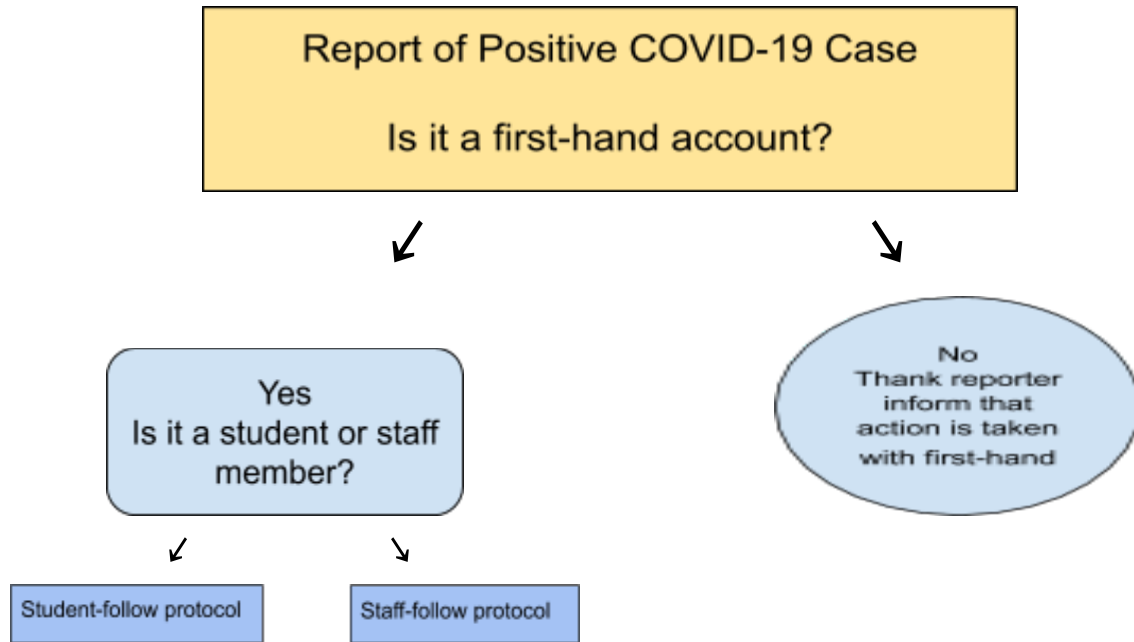


**CARLISLE LOCAL SCHOOLS
COVID-19 TRACKING AND REPORTING GUIDE**



Definitions

Positive Exposure: According to the Warren County Health Department, positive exposure to someone that has tested positive for COVID 19 is when an individual is in close contact (within 6ft with or without a mask) for longer than 15 minutes with the COVID 19 positive person.

Isolation: Isolation occurs when an individual has tested positive for COVID 19. An individual must be in isolation for at least 10 calendar days.

Quarantine: Quarantine occurs when an individual has been directly exposed to an individual that has tested positive for COVID 19. An individual must quarantine for up to 14 calendar days.

A contact of a contact is NOT a contact: Meaning that, if student/staff B was exposed to student/staff A and student/staff A was exposed to student/staff C who is positive for COVID, student/staff B would not need to quarantine, just student/staff A. In the school setting, the students that are outside the 6ft range of a student that tests positive for COVID 19 will not be considered exposed and will not be contacted for quarantine. The same holds true for school staff.

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STUDENT

Student Carlisle Local Schools Employee

1. Confirm report is a first-hand account.
2. Report to your supervisor immediately.

Supervisor

3. Identify the location of the student
4. If the student is at school, ensure student reports to the sick clinic. The nurse will assess the student and call the parent to pick up from school. A designated employee will monitor the student while in the sick clinic till they are picked up from school.
5. Notify district leadership
6. School Nurse or Clinic Nurse will contact the Warren County Health Department
7. Investigate and Identify all possible close contact positive exposure
 - a. Positive exposure according to Warren County Health Department
 - i. 15 minutes or more of consecutive close contact. Close contact is defined as within 6ft (mask or no mask).
 - ii. Input identified exposed staff and/or students in the CLS student tracking sheet.

School Nurse

8. Add student information into the CLS Student Tracker 20.21
9. Contact the health department where the student resides
10. Contact families of all confirmed close contact positive exposure by phone. Instruct the family that student is to quarantine for 14 calendar days and to be prepared to hear from the Warren County Health Department and the health department of the county they live in different than Warren County.
11. Work with Administration to send COVID-19 Form Letter to the following groups of families.
 - a. Letter to families of students that are not considered exposed and do not need to quarantine. The purpose of the letter is to keep them informed of the situation.
 - b. Letter to families of students that are considered exposed and need to quarantine for 14 days. This letter is a follow up to the phone call from the school nurse. This letter will include information from the Warren County Health Department as how to monitor their child during the 14-day quarantine.
 - c. Letter to all families in that grade or building to inform them of the situation and how it is being.
12. Contact transportation to inform of issue and student not to ride bus during quarantine or isolation periods.

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Program Custodian; Supervisor;

13. Disinfect affected areas immediately if the student is in school or after school if the student is not in school.

Student Return to School

Program Clinic Nurse

14. For students that are in quarantine secondary to positive exposure, connect with the family on Day 14 (calendar days) to see how the student is feeling and determine returning to school date post the 14-day quarantine. The quarantine has ended if they are not back in school to check in and see how they are feeling.

15. For students that are in isolation, they can return to school post 10 calendar days of testing positive and symptoms have resolved or diminished. The student cannot have a fever for the past 24 hours without the use of medication. On day 10 of isolation, the school nurse will reach out to the family and see how the student is feeling and determine the return date.

16. Communicate all findings with building and district administrators.

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Supervisor

1. Confirm report is a first-hand account.
2. If an employee at work, send the employee home.
3. Supervisor contacts the treasurer's office and school nurse.
4. Staff that are reporting a COVID-19 case should contact treasurer's office to complete paperwork.
5. School nurse or clinic nurse will fill out CLS COVID-19 Staff Tracker 20.21
6. School Nurse or Clinic Nurse will contact Warren County Health Department
7. Investigate and Identify all possible close contact positive exposure
 - a. Positive exposure according to Warren County Health Department
 - i. 15 minutes or more of consecutive close contact. Close contact is defined as within 6ft (mask or no mask).
 - ii. Input identified exposed staff and/or students in the CLS COVID-19 Exposure Tracker 20.21

School Nurse

8. School nurse and building administration will be responsible for organizing the process for contacting all confirmed close contact positive exposure by phone (same day if possible, no longer than 24 hours).
 - a. School Nurse contacts student families for those students that are exposed. Families will be instructed to have their student quarantine for 14 calendar days and wait to be contacted by the Warren County Department of Health or the county they student lives in.
 - b. School Nurse or principal will contact staff that have been exposed and instruct them to quarantine for 14 calendar days and wait to be contacted by the Warren County Department of Health.
 - i. School Nurse or principal will communicate with HR those staff members that are in the 14-calendar day quarantine.
9. School Nurse or Leadership will send COVID-19 Positive Confirmed Staff Letter to the following groups:
 - a. Letter to families of students that are not considered exposed and do not need to quarantine. The purpose of the letter is to keep them informed of the situation.
 - b. Letter to families of students that are considered exposed and need to quarantine for 14 days. This letter is a follow up to the phone call from the program nurse. This letter will include information from the Warren County Health Department as how to monitor their child during the 14-day quarantine.
 - c. Letter to all families in the program to inform them of the situation and how it is being handled.

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Program Custodian/Contract Cleaning Service

10. Disinfect affected areas immediately if the staff is in school or after school if the staff is not in school.

Staff Return to Work

Employee Health and School Nurse

11. For a staff member that is in quarantine secondary to positive exposure, they are to return to work after 14 calendar days of quarantine. The school nurse/principal will reach out to the employee prior to Day 14 to identify the date they are to return to work.

12. For a staff member that was in isolation secondary to testing positive for COVID 19, after their 10 days of isolation, they can return to work when their symptoms have resolved and/or diminished. The HR department will reach out to the employee prior to Day 10 to identify the date the employee is set to return to work.

a. Post the 10 days of isolation, if an employee is communicating, they still have symptoms and can not return to work, they will be instructed by the treasurer's office to provide the FMLA Health Care Certification.

13. Employee to work with district School Nurse upon return to work guidelines prior to starting back to work.