School-based COVID-19 Case Follow-up Process and Roles

Public Health notifies the school nurse of a positive case within the school

Public health calls case’s guardian, conducts interview, identifies close contacts outside of school environment

Public health and school staff have a joint to assess line list

Public health contacts close contacts with notification, education and date of last exposure. This may be done via phone or email.

School drafts all-school (or all-district), including staff, notification based School Notification Letter Template

Public Health reviews communication

School hears rumor of confirmed case

Verifies positive with public health

Joint Responsibility

School Responsibility

Public Health Responsibility

If contacts become cases, school nurse will be notified by Public Health

Public Health determines when case and siblings are released and communicates to school staff

Public Health conducts symptom monitoring of case and household contacts

Communication is sent out by school to all guardians for school district/building