



# CARROLLWOOD DAY SCHOOL COVID-19 Communication Roadmap

Carrollwood Day School is committed to thorough, accurate, and transparent communication with our community. We will communicate regularly to reinforce preventive measures, inform stakeholders of changes to programming or protocols, and we will post health-related updates at least weekly. Our primary communication channels will be direct email (e-Notifies), the Covid-19 Communication Hub on our website, Thursday Folder, Schoology, and Seesaw.

Carrollwood Day School continues to closely monitor the evolving coronavirus (COVID-19) outbreak. The health and safety of our students, faculty, and staff is our highest priority as school leaders work closely with local, state and federal agencies to share the most updated information.

Planned communications include:

## **COVID-19 Case Tracker**

Based on a recommendation made by the Healthy and Safety Team, Carrollwood Day School will be reporting the number of individual cases. A COVID-19 Case Tracker will be added to the COVID-19 Communication Hub on the school website. The Case Tracker will be updated within 24 hours of receiving confirmation from the Department of Health of a positive test result. CDS will report individual positive test results and the building that is their primary location. Confidentiality laws prevent CDS from disclosing the names of individuals who have tested positive for COVID-19. The Case Tracker report is for transparency and general informational purposes, only. Persons identified as someone who has been in contact with, or in close proximity to any individual who has tested positive for the virus will be notified privately.

Additionally, we will publish a weekly summary update in Thursday Folder.

## **Two-Tiered Notification Plan**

When individual positive test results are confirmed by the Department of Health, CDS will update the entire community through the Case Tracker on the COVID-19 Communication Hub on the school website. A notification will **not** be sent to the entire school community.

CDS will have trained Contact Tracing teams in place for each division of the school. The appropriate Contact Tracing team will be immediately activated upon notice of a positive case to assess potential exposures. Members of the CDS community identified as having been exposed to the individual who has tested positive for COVID-19 (or the parents, for minors) will be notified as rapidly as possible. CDS will use a two-tiered approach when notifying exposed individuals.

- HIGH RISK exposure is defined as having had close contact with an individual who has tested positive for Covid-19; that is within 6 feet for at least 15 minutes. All persons identified as HIGH RISK contacts will be notified personally by email and will be instructed to self-quarantine for 14 days, in accordance with CDC guidelines. The notification will include additional suggestions and resources they can reach out to for more information.
- Those persons who may have been exposed to an individual who tested positive for COVID-19 but were not identified as having had close contact, are considered to have had LOW RISK exposure. These individuals will also be notified by email with instructions to monitor for symptoms for two weeks. They will also be provided with resources for additional information.

#### **Educational and Informational Materials**

While many of our students are returning to on-campus learning, we recognize that we are still operating within a public health crisis. Social distancing requirements will limit our in-person community engagement with parents on campus. These circumstances provide the opportunity to reinvent some of our traditional parent education programs as well as develop materials to support families during this next step in our new normal. These resources can include:

- A series of short informational videos reinforcing good health practices presented by medical professionals
- Playlist of videos focusing on care of self and others
- Virtual book studies
- Webinars