

Response to a COVID Incident

STEP 1: ADDRESS THE “AFFECTED” INDIVIDUAL

- Separate the individual with confirmed or presumptive diagnosis.
- If a student, contact parents/guardians to pick up child and siblings.
- Contact the Local Health Department

STEP 2: IDENTIFY CLOSE CONTACT INDIVIDUALS

(Close contact = coming within 6 ft for a minimum of 15 minutes – masked or unmasked.)

Close contact individuals will follow quarantine protocol.

STEP 3: CONTINUE WITH OPERATIONS

Determine areas to be taken out of use- areas that the individual occupied for a short period of time (Then follow STEP 5).

STEP 4: COMMUNICATIONS

- Call each family – affected individual (and siblings) and close contact individuals.
- Follow-up with written communication – provide guidance for the requirements to return. Refer to Decision Aid for that guidance.
- Send a communication to the school community – what has occurred, the actions taken, affirming follow-up. Include:
 - When admin was made aware
 - Verification that affected individuals have been removed and that families have been notified
 - Guide others to self-monitor and/or contact medical provider if applicable
 - Advise of any alterations to school hours, activities, services

STEP 5: CLEANING & SANTIZATION RESPONSE

- Leave affected areas unoccupied for 24 hours.
- Clean and sanitize affected area(s).
- Resume the use of the space.