

TRACING

1. Family informs the nurse (ISPnurses@isp.edu.pa) that their child tested positive for COVID-19. Faculty/staff member informs the nurse and their direct supervisor that they tested positive for COVID-19.
2. Nurse contacts MINSA/MEDUCA to liaise on actions. Steps #3-5 may be skipped depending on feedback from authorities.
3. Nurse liaises with the family to identify:
 - a. Other family members who have been on campus.
 - b. Transportation means (bus # or car) and potential close contacts.
 - c. Any other ISP student, faculty or staff member who has been in close contact outside of school hours.
4. Division Assistant Principal (AP) checks on campus attendance going back 2 days prior to onset of symptoms (or date of test in case of asymptomatic person) to identify potential close contacts from inside the classroom/s. This may include faculty and staff as well as students.
5. Division AP, Nurse and Security (if needed) meet to confirm the list of identified close contacts (students, faculty and staff) who will need to quarantine for 14 days.

COMMUNICATION

Nurse contacts MINSA/MEDUCA to liaise on actions. Steps #3-5 may be skipped depending on feedback from authorities.

6. Meeting called with Assistant Principal, Principal (and other Principal/s if other divisions affected) and School Director to determine plan prior to communication. If faculty have to quarantine, is a substitute needed/available or do larger groups of students need to be moved to remote learning for 14 days?
7. School Director (or assignee) informs the Board of the positive case and action steps taken (maintaining confidentiality).
8. Divisional Administrative Assistants make **phone calls** (not email - acknowledgement of message is vital) home to the parents of all students identified as potential close contacts. Message to quarantine at home for 14 days (script prepared by school nurse for admin assistants).
9. Division Assistant Principal or Principal make phone calls to any faculty members who are identified as potential close contacts. Message to quarantine at home for 14 days.
10. The Office of Communication sends a school wide email updating the community on the positive case and action steps taken.

* steps #1-10 all happen in the time period of one day and prioritized above other duties.