

# COVID-19 Contact Tracing Checklist for K–12 Schools



Use this checklist, along with the **K–12 Isolation and Quarantine Decision Trees** in this document and the supplemental document [COVID-19 Contact Tracing Guide for K–12 Schools](#) to conduct contact tracing for schools. For more detailed information about contact tracing, reporting cases, isolation, and quarantine, please see the [K–12 Supplemental Considerations](#) and [K–12 Requirements](#) documents.

- Contact the COVID-19 case** or their parent/guardian if the case is a minor.
  - Provide instructions for how long the case needs to isolate at home from school & other activities. See the [COVID-19 Contact Tracing Guide for K–12 Schools](#) for information on how long isolation should last.
- Notify your LHJ about any cases.** If needed, use the [School Case and Close Contact Reporting Line List Template](#).
- Determine contagious period for the case.**
  - Confirm the dates the case attended school during contagious period and go over their schedule, including classes and other school-associated activities. See the [COVID-19 Contact Tracing Guide for K–12 Schools](#) for information on identifying the contagious period.
- Identify all close contacts** in school and school-associated activities during the case’s contagious period. Some of this information may come from the case but can be supplemented using attendance records and seating charts. Use the setting prioritization guide in the [K–12 Supplemental Consideration](#) document and consider the following:
  - High Priority Settings (Focus contact tracing efforts here)**
    - Bus rides/routes
    - Indoor classrooms where:
      - » Students are NOT seated at least 3 feet apart\*, **OR**
      - » Students do not consistently distance or wear masks (e.g., younger children, those with a mask exemption, etc.)
    - Indoor meal locations where students are NOT spaced at least 6 feet apart\*\*
    - Health room
    - Indoor breakrooms and workrooms (staff only)
    - Indoor and outdoor school-affiliated activities, especially those that are aerosol-generating (sports, performing arts, cheer, speech/debate, etc.) that take place before, during, or after school
  - Low Priority Settings**
    - Indoor classrooms where students are seated at least 3 feet apart and ALL students were wearing masks\*
    - Outdoor classrooms
    - Indoor meal locations where students have seats that are at least 6 feet apart\*\*
    - Hallways/stairwells and other locations used during transitions periods
    - Restrooms
    - Any outdoor activities or locations (classrooms, meals, PE, etc.) *except for aerosol-generating activities (sports, performing arts, cheer, speech/debate, etc.)*
- Use the decision trees** to determine the appropriate quarantine option for all close contacts. See the [COVID-19 Contact Tracing Guide for K–12 Schools](#) for additional information on quarantine.
- Notify all close contacts** and parents/guardians of all close contacts. Consider using the phone call or letter notification templates in the [K–12 Schools Contact Tracing and Case Investigation Toolkit](#). Notifications should include:
  - Whether and how long a close contact needs to quarantine at home, or if they are eligible for a modified quarantine through Test to Stay.
  - When close contacts should be tested for COVID-19, what type of test they should receive, and information about accessing testing.
  - What COVID-19-like symptoms to look for, and how long to watch for symptoms.
- Notify all students, parents/guardians, and staff who were in the same classroom or school** as the case(s), if agreed upon with your LHJ. Consider using the phone call or letter notification templates in the [K–12 Schools Contact Tracing and Case Investigation Toolkit](#).

\*If students are seated at least 3 feet apart and consistently wearing masks in a school setting, they are not considered close contacts.

\*\*If people are seated at least 6 feet apart when their masks are off, they are not considered close contacts.