



Lodi USD Pandemic Safety Plan
Appendix B –Case Response Form (rev. 1/26/2022)
Instructions/Information

Note: These practices are current as of the revision date. Since a PANDEMIC DISEASE can evolve rapidly, extra diligence should be used in watching for updates to these practices.

Instructions:

The purpose of this form is to provide direction and documentation regarding the response actions necessary to help mitigate potential risk of A PANDEMIC DISEASE transmission upon learning of a potential PANDEMIC DISEASE case potentially impacting facilities, employees, students, or other stakeholders.

Administrators and Managers are responsible for completing this *Case Response Form* in its entirety.

- The Administrator/Manager must immediately assess the situation by using the Lodi USD Quarantine Protocols
- Under AB685, this form must be completed immediately, the Administrator/Manager will retain a copy of the *Case Response Form* with identifying (confidential) information for her/his records.
- The Administrator/Manager will make a redacted copy of the *Case Response Form*.
- Under AB685, the redacted copy must be emailed the same day of report to Bill Toledo at btoledo@lodiUSD.net.
- Administrator/Manager will use the “Positive COVID Reporting” Form to immediately report all positive cases
- Principal will issue Group exposure notification(s)
- Principals must inform all exposed staff/adults of exposure and available testing

Site/Department:		Report Date:	
Administrator/Manager:		Email:	
Incident Description:			

Date of Positive Test	Person	Employee(E) / Student(S)	Last Day On-Site	Return Date