CISD Campus Administration Checklist for a Positive COVID-19 Case

1.) Alert Campus Nurse and Health Services Coordinator (email is best).
   a.) Please include student/staff name and pertinent details on what day symptoms began, whether student/staff contagious while on campus, and how to contact the student/staff member.
2.) Call/email the CISD District Contact Tracer for EVERY positive case (whether on campus while contagious or not) and for contact tracing (if needed, if student/staff member was on campus while contagious)
   a.) Office Number is 972-843-6050 or email info@communityisd.org
3.) Put in a work order for custodial staff to clean affected areas of the campus and clear the room for cleaning (if the student/staff was on campus while ill)
   a.) Never mix students from a class with a positive case into a class that has not yet had a positive case. Isolate this classroom in another area, if possible, and if the teacher of record is the positive case, then assign a para or other staff member to watch them until a sub can be assigned to the class.

The below steps are IF there are close contacts after contact tracing. If not, skip to step 4.
   b.) Once CISD Contact Tracer gets you a list of teachers/students that were found to have been in close contact with the positive individual, have your campus nurse call these individuals to give the following recommendations as a courtesy:
      i.) Encourage mask wearing, but you CANNOT require it.
      ii.) They can choose to quarantine themselves if they prefer.
   c.) Remind individuals to notify you and go to the clinic immediately if they become symptomatic.
   d.) If any students or staff voluntarily choose to quarantine, send them the "Close Contacts" letter with a date of return and symptoms to watch for.

4.) Have your campus nurse prepare and send to the parent of a student/staff member with confirmed COVID the letter "Letter for sick individual (with symptoms) or confirmed positive for COVID" with date of return and instructions as well as the instruction sheet for learning from home.
   a.) Offer student hot-spot (given by CISD Technology) and allow them to sign one out if needed.
5.) Have your campus nurse fill out "Single Case COVID-19 School Report Form" and send it to email/fax at bottom of form if only 1 case. Call Collin County Health Department at 972-548-5527 (Dr. Obi) if 2 or more cases on your campus or if you have questions you need answered.

CISD Campus Administration Checklist for a Positive COVID-19 Case (Continued)

6.) Make sure your campus nurse updates your campus spreadsheet adding confirmed cases and close contacts (make note if they decided to voluntarily quarantine). We will need this information kept up to date as we will be communicating this information with the CISD Contact Tracer each week for their weekly report to Texas DSHS.

7.) Send the campus/classroom notification letter to parents of students involved.
   a.) Entire campus notification letter for Edge and CHS, classroom only notification letter for the elementary campuses.
   b.) This letter should be sent at the end of the school day to the appropriate individuals (classroom or entire campus).

8.) Communicate (send email with return date) with your campus staff (campus administrator and HR for staff members) any students/staff that will be off campus (whether covid positive, symptomatic, or voluntarily quarantining).