

- **COVID-19 Positive** – Individual who has tested positive using an approved laboratory test.
- **COVID-19 Probable Positive** – Individual who has been exposed to someone positive with COVID-19 and has developed symptoms consistent with COVID-19.
- **Exposure** – A person who has been in close contact with an individual positive for COVID-19, within 6ft, for 10-15 minutes or longer with one or both individuals not wearing a mask.
- **Quarantine** – Staying home from work, school, and activities when a person has been exposed to someone with COVID-19. Quarantine lasts for 14 from the date they were exposed. If a person develops symptoms, that person is put in isolation and that criteria would be used.

Reported Exposure or Confirmed Person(s) with COVID-19 in the Building

- **Employee** – Employee should immediately report to their supervisor if they have been exposed or have tested positive for COVID-19.
 - Supervisor will complete Staff Covid-19 Exposure form and send to Student Services Department
- **Student** – Parent should immediately report to the school if their child has been exposed or has tested positive for COVID-19
 - Principal will complete Student Covid-19 Exposure form and send to Student Services Department
- **Staff or Student** will be required to stay home until investigation can be completed to determine if the individual meets the criteria for exposure or confirm the positive diagnosis.

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Investigation – COVID District Response Team

- Upon notification of the potential exposure of an employee or student, Student Services Department will initiate the District Response Team (DRT).
 - DRT Coordinator will contact team members and start investigation to determine if the employee or student meets the exposure criteria or to confirm an employee or student has tested positive for COVID-19
- **Investigation** - DRT members will contact all individuals with information pertaining to the potential exposure of confirmation of the positive individual.
 - Employee
 - Student/Parent
 - Supervisor/Principal
 - PCDHE D70 Nurse Representative
- If an employee or student is determined to have been exposed to COVID-19 or has been designated as probable positive or positive for COVID-19, they will be quarantined or isolated for the recommended days as identified by CDC and CDPHE.

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Contact Tracing – COVID District Response Team

- If an employee or student is verified to be probable positive or positive for COVID-19, the DRT will implement contact tracing to determine the potential impact to a department or school.
 - PCDPHE will be notified of the exposure and consulted during the contract tracing.
- The department or school impacted by the exposure will be closed for up to **2 days** in order for the DRT to conduct their contact tracing and investigation to determine the extent of the exposure and the areas/classrooms impacted.
- **Contact tracing** will include determining these factors:
 - How many people came into contact with the exposed/positive individual?
 - How long were individuals in contact with the exposed/positive individual?
 - What mitigation factors were in place (i.e. spacing, facial coverings, movement patterns, gathering size).

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Quarantining and Notification

- If individuals have been determined to have been potentially exposed to an someone probable positive or positive for COVID-19, they will be quarantined for 14 days from the date of exposure.
 - Depending on the extent of the exposure, the district may need to quarantine entire departments, classrooms, bus riders and athletic programs.
- If it is determined that there is an outbreak in a school, the entire school will be closed for the 14 days as outlined by the CDPHE School Guidelines for Exposure and Outbreaks in Schools.
- Notification will be sent to individuals and parents of those who need to be quarantined or notified of the closures of classrooms, schools or athletic programs.
- The district communication will adhere to all FERPA and HIPPA guidelines.

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