

Contact Tracing Procedures

Student Contact Tracing Action Steps

**Similar steps are taken when contact tracing positive staff members.*

- Receive notification of a positive
- Interview positive student (and/or young student's parent)
- Identify contagious period
- Gather contact tracing materials
 - Student class schedule, attendance, and seating charts
 - Bus attendance, seating chart, and route sheets
 - Rosters and attendance for afterschool activities and/or Chautauqua (if applicable)
- Interview staff member(s) who interacted with student
- Review interviews and school contact tracing materials to determine close contacts from school/extracurricular setting
- Determine bus close contacts
- Notifications
 - Notify close contacts and families of need for quarantine via phone call
 - Complete Line List Notification for SCC Dept. of Public Health
 - Complete Exposure List and notify families via email
- Deep cleaning/sanitizing of room(s) and bus
- Teachers provide email follow up to student/family for educational needs during extended absence
- Nurses follow-up with close contacts for symptom monitoring during quarantine period