

Covid-19 Positive Case and Close Contact Reporting Process for Scholars

School notified of confirmed positive Covid-19 case for Scholar

***School Director reaches out to HR Business Partner and provides the following information:**

-
- ```
graph LR; A[*School Director reaches out to HR Business Partner and provides the following information:] --> B[1. Last day Scholar was physically in the building
2. Date Scholar was with other students and/or staff, if applicable]; B --> C[3. List of the student's name, address, and phone number that were exposed to COVID+ Scholar, if applicable]; C --> D[4. List of staff member's name that were in close contact/exposed to COVID+ Scholar, if applicable];
```
1. Last day Scholar was physically in the building
  2. Date Scholar was with other students and/or staff, if applicable

3. List of the student's name, address, and phone number that were exposed to COVID+ Scholar, if applicable

4. List of staff member's name that were in close contact/exposed to COVID+ Scholar, if applicable

# School notified of confirmed positive Covid-19 case for Scholar cont'd

School Director Instructs exposed students and/or staff members to quarantine using the appropriate close contact notification form using the appropriate forms, then provides date communication was sent to your HR Business Partner.

Link for letter to parents of scholars identified as close contacts:

[https://drive.google.com/file/d/111bp56iW2ejvClwLIsOFu\\_tOSSfiMIFo/view?usp=sharing](https://drive.google.com/file/d/111bp56iW2ejvClwLIsOFu_tOSSfiMIFo/view?usp=sharing)

Link for letter to Crew members identified as close contacts:

<https://drive.google.com/file/d/1ecxafXCqsZP47kZCTsM2vsAxoORLfYjk/view?usp=sharing>

**Important!!! Notification of possible exposure to Covid-19 MUST be sent to those identified as CLOSE CONTACTS ONLY within 48 hours of the potential exposure.**

# Important Notes

- **The definition of a close contact according to CDC guidelines is someone who was within 6 feet of a person diagnosed with COVID-19 for a total of 15 minutes or more over a 24 hour period. The definition of a close contact applies regardless of whether either person was wearing a mask. Please make sure those you report as close contacts fit within these guidelines.**
- **Quarantine should be used for students, teachers, and staff who might have been exposed to COVID-19.** Close contacts, identified through contact tracing, should quarantine unless they are fully vaccinated, or have tested positive in the last 3 months, and do not have any symptoms. Students, teachers, and staff who are in quarantine should stay home and follow the direction of the local public health department about when it is safe for them to be around others.  
[\(<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html>\)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html)
- **Please DO NOT send out close contact letters without confirming those close contacts with your HR Business Partner.**