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CONTACT TRACING PROCESS

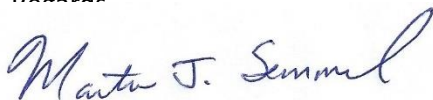
The steps below represent a typical contact tracing process that may occur at the school level. The steps below may be revised as the CDC and DPH provide further guidance. **Specific rules as they relate to quarantining and isolating can be found [here](#).** As a school community, we recognize the importance of following HIPPA and FERPA rules and do not share unnecessary information to complete the process. Staff are aware of the importance of confidentiality as it relates to students in our care.

- 1) **Notification of Positive Case:** TPS is notified of a student or staff member with positive for COVID-19 test results:
 - a. Case Self Disclosure of positive test is called in or emailed to school staff (nurse, teacher principal)
 - b. Test result retrieved from State of CT database cross referencing names and addresses with Infinite Campus
 - c. Report of positive case from outside community group/team to Trumbull Health Department

- 2) **Information Collection/CONTACT TRACING:** The Superintendent of Schools, Building Administration, Trumbull Health Department, and Trumbull Nursing Department gather pertinent information including:
 - a. *Confirmation of Positive Test:* Copy of test results from individual or confirmed on State of CT database. Date, time, and type of test is reviewed
 - b. *Symptoms:* Date, time, and type of symptoms reviewed
 - c. *Identify Locations:* Dates and locations of positive case while in school (classroom, cafeteria, specials, etc.)
 - d. *Transportation:* Identify mode of transportation to/from school. If bus rider, identify possible close contacts through assigned seats, student interviews, and bus camera footage. Assigned seating will continue to be used at the PK-5 grade levels
 - e. *Review List of Potential Close Contacts:* Given a-d above, identify students and staff who meet the criteria for close contact. Additional interviews with staff may be necessary.
 - f. *Household Contacts:* List of siblings who need to quarantine is obtained from infinite campus. School administration and Nursing Dept. are made aware of need for siblings to quarantine.

- 3) **Positive School Exposure Confirmed:** After the above information is gathered about a positive case and it is confirmed that a COVID positive individual had close contact with others during school hours during the contagious period and resulted in other individuals being exposed during the school day(s) in question the individual notification process will begin.
- 4) **District Notification:** We will update our [COVID tracker](#) daily. We will upload the information into the State Department of Public Health [website](#). The numbers in these two locations may be slightly different because the COVID tracker does not count non-school exposures like the DPH website.
- 5) **Individual Notification:** individuals who have been identified as being in close contact with the COVID positive individual will be sent an email communication to notify of the close contact. An individual diagnosed with COVID-19 is considered contagious starting from 48 hours prior to the onset of symptoms or 48 hours prior to the test date for individuals without symptoms. Close contact is defined as being within 6ft for 15 min of time within a 24-hour period. The CDC has adapted this guidance for students in a classroom. In a classroom, masked students who are at least three feet apart will not be considered a close contact.
- 6) **Quarantine List**
 - a. Once all close contacts have been identified, a student close contact group is created by the Director of Digital Learning in Infinite Campus.
 - b. The Superintendent of Schools/designee sends a quarantine notice via email to the families of all student close contacts. The [notice](#) (via email) provides additional resources as well as the end date of the quarantine and resources for families. The letter also includes information about avoiding quarantine through showing evidence of vaccination, etc.
 - c. For adults, building principals send an email to Human Resources identifying close contacts. Human Resources sends a written notification to impacted employees regarding their quarantine.
- 7) All COVID positive Trumbull residents could also be contacted by the State Health Department for contact tracing.
- 8) The State collects data on all COVID positive cases of students and school staff at the following website:
<https://data.ct.gov/stories/s/COVID-19-in-PK-12-Public-and-Private-Schools/mpdc-p8wg/>

Records



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