

SCHOOL SAFETY & CONTACT TRACING

SCREENING & PREVENTION

- District staff self screen prior to reporting to campus + complete a temperature check
- Campuses will have thermometers available for staff to take temperatures upon arrival
- Students answer screening questions daily + complete a temperature check
- Social distancing practices implemented
- Consistent use of personal protective equipment (PPE)
- Cleaning and sanitizing practices conducted regularly

ILLNESS ASSESSMENT

- If symptoms of fever (greater than or equal to 100.4 degrees Fahrenheit) or respiratory illness are present, the student or staff member reports to the campus nurse for assessment and will be isolated if appropriate.
- Nurse conducts interview to ascertain contact information and building location prior to sending anyone home.
 - Based on assessment findings, parent is contacted for student pickup or staff member is advised to leave campus.
 - Referral to healthcare provider and request for COVID test completion, if indicated.
- Nurse informs Principal and follows up with parent/staff member that afternoon.
 - Nurse follows up for COVID test results, if applicable.
 - If student or staff member tests negative for COVID 19, they may return to campus as long as they are fever free for 24 hours.
- The nurse completes the official Laserfiche contact tracing form based on a positive result.

AFTER A POSITIVE COVID-19 CASE PROCEED TO THE FOLLOWING STEPS

Principal activates Campus COVID-19 Response Team and ALL medical information is to be kept CONFIDENTIAL and only those that have a right to know will be informed of the name of the student/staff member that will be out either in isolation or quarantine.

STUDENT WHO TESTS POSITIVE

- Call the parents and notify them and give them information on next steps (isolate for 10 days); change the student to Remote Asynchronous in the Student Information System.
- Provide a copy of the letter to the CRC or Registrar, so that they know the end date to move them back to On Campus Instruction in the Student Information System.

STUDENTS IDENTIFIED AS CLOSE CONTACT

- Based on the information provided from the person who tested positive, identify close contact(s).
- Call the parents of the close contact(s) and notify them of next steps (isolate for 14 days); change the student(s) to Remote Asynchronous in the Student Information System.
- Send the letter from the Education Evolution handbook home with the student(s) (fill out highlighted sections) [Parent Letter](#).
- Provide a copy of the letter to the CRC or Registrar, so that they know the end date to move them back to On Campus Instruction in the Student Information System.
- If a student develops symptoms, inform the parents to notify the campus of any test results.
- Campus administrator or nurse notifies classroom teacher(s) or coaches.

STAFF

- Will isolate for 10 days if the staff member tests positive; provide the test result to the campus nurse who will keep track of return date.
- If identified as close contact, only Health Services can inform staff member to isolate for 14 days.
 - The campus leadership team will secure a substitute or make other arrangements.
- May teach virtually if the campus can arrange this configuration and remain at home for 14 days.

SANITATION

- Principal relocates the class to a temporary site
- Campus custodian disinfects impacted area(s)
- Students return to classroom the following day

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CONSULTATION

- Prior to sending anyone home that is displaying symptoms, the nurse will notate close contacts and campus locations.
- Nurse submits Laserfiche paperwork for student, adult, staff member with a positive test result.
- Nurse documents in electronic health record for students and informs Health Services.
- The nurse utilizes seating chart and their notes to determine close contacts prior to sending anyone home, as appropriate and under advisement from the Health Services Department.
- Health Services Department evaluates and advises campus contact upon receipt of all information.
 - Health Services consults Dallas County Health Department as needed.

COMMUNICATION

- Once a positive case is confirmed, a notification letter/school messenger is sent to all those identified as close contact, protecting privacy. The letter will advise parents of students of possible exposure and the requirement to quarantine for 14 days from the time of contact with the infected person. If possible, notification letter/school messenger will be sent on the same day if all close contacts can easily be identified. [School Messenger](#)
 - Close contact is being within 6 feet of an infected person for 15 minutes or more.
 - Brief interactions such as walking past someone in a hall or room is not considered close contact.
 - Provide the staff and students in close contact with infected person the list of test sites (included in [Parent Letter](#)).
- School staff will be notified of students or staff members being quarantined, no identifiable information will be shared.
- A general schoolwide notification will not be provided, as all parents, community and staff members may check the
- Dallas ISD COVID dashboard at any time to monitor the infection reports at [COVID Dashboard](#)

DISTANCE LEARNING

- Learning will not be interrupted. All students will have access to distance learning during quarantine periods.
- The data controller or registrar will change the student instructional location within the student information system.

CLOSURE

- Several factors would be taken into consideration in the event of a closure of classroom, grade, hallway/wing, or entire building which include;
 - Community Spread (High, Moderate, Low)
 - The extent of an outbreak among staff or student (2 or more linked positive cases within 14 days)
 - If all contacts of positive cases can be easily traced identified and excluded from attendance/work site
- Length of closure may be for a short term of 24 hours or a few days to allow time to adequately identify contacts of positive cases.
- The 14 day closure (incubation period) would only be necessary all contacts are not identified and/or there is a concern for widespread exposure of students/staff.

CLEARANCE TO RETURN FOR STUDENTS & STAFF

- Those who have tested positive for COVID 19 may return to school when the following 3 criteria have been met:
 - 10 days have passed since onset of symptoms or positive test result
 - No fever for 24 hours (without using fever reducing medications), and
 - Symptoms have improved (cough, shortness of breath, etc.).
- Students or staff who want to return to school before 10 days must either;
 - Submit a medical professional's note clearing them to return to school based on an alternative diagnosis or;
 - Submit documentation of negative PCR test.