Student Health Alert and Contact Tracing Procedures

Student Staying Home Due to Symptoms

A. Parent/Guardian follows the absence notification process by calling or emailing the school noting they are reporting suspected/confirmed COVID-19 illness.
B. Front office staff will note any calls or emails related to suspected or confirmed COVID-19 symptoms/illness:
   1. Alert COVID Site Supervisor
   2. Email COVID Central Command enter via email to healthinformation@seattleschools.org using **STUDENT HEALTH ALERT** in the subject line and provide event details and contact information
   3. Copy COVID Site Supervisor on above e-mail
   4. NOTE: Teacher, if notified of any call related to suspected or confirmed COVID-19, will alert School Principal (COVID Site Supervisor) by email using **STUDENT HEALTH ALERT** in subject line and provide details
C. COVID Site Supervisor
   1. Confirm email sent or initiate email to COVID Central Command Center via email to healthinformation@seattleschools.org using **STUDENT HEALTH ALERT** in the subject line and provide event details and contact information
   2. Notify School Nurse who will do contact tracing

In School - Sick Student and Isolation

A. If a student presents or exhibits COVID-19 symptoms in the school setting, staff will:
   1. Accompany student to designated protected health care room (NOT nurse’s room)
   2. Provide/ensure face covering is worn
   1. Ensure student monitoring; a staff person is within the line of site of the student
   5. Should student exhibit breathing difficulty or distress, call 9-1-1
B. Teacher or designee will:
   1. Notify School COVID Site Supervisor
   2. Provide parent/guardian contact information
C. COVID Site Supervisor will:
   1. Identify student close contacts (any person who was within 6 feet of an infected individual for a total of 15 minutes or more over a 24 hour period) and inform of their possible exposure to COVID-19 in the workplace while maintaining confidentiality.
   2. Email COVID Central Command enter via email to healthinformation@seattleschools.org using **STUDENT HEALTH ALERT** in the subject line and provide event details
   3. Notify and inform School Nurse
   4. Coordinate with Custodian to schedule any needed cleaning and/or disinfecting
   5. Coordinate with Communications as needed regarding employee or school community communication – remembering protection requirements under HIPAA
   6. Follow-up with family/guardian and staff as needed