

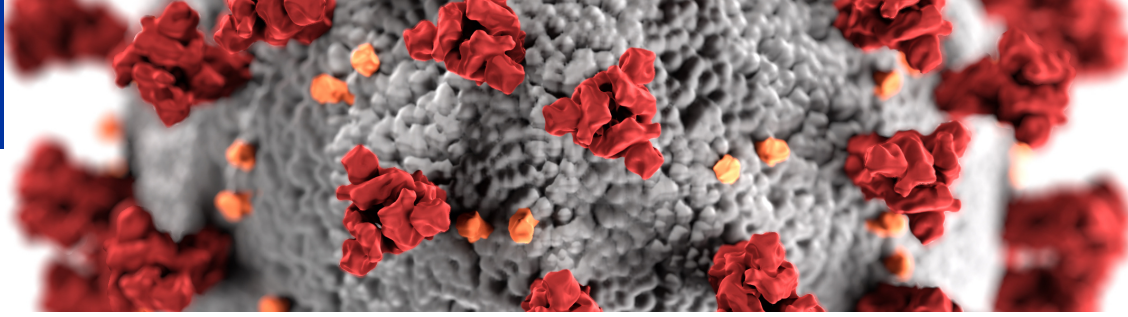
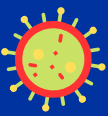


BACK TO JC SCHOOLS

**PROCEDURES
FOR NOTICE
OF COVID-19
INFECTIONS**

RELEASED: 8/20/20





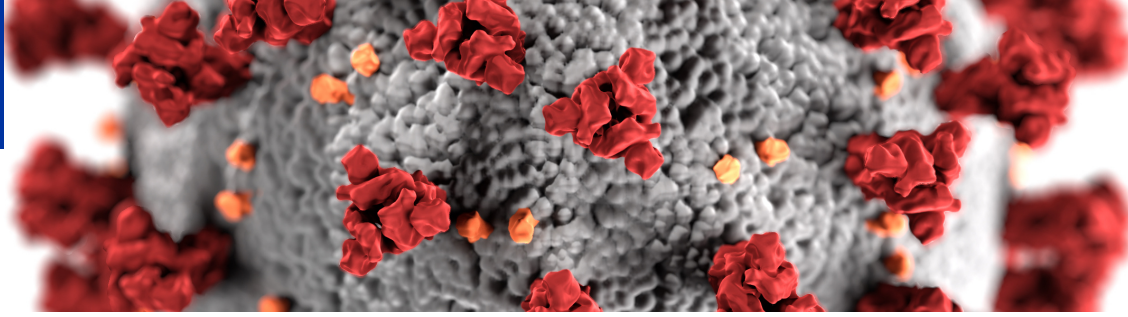
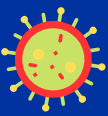
PROCEDURES FOR NOTICE OF COVID-19 INFECTIONS



COVID-19 is present in Cole and Callaway counties, and therefore the district must be prepared for how we will respond if a student or staff member tests positive.

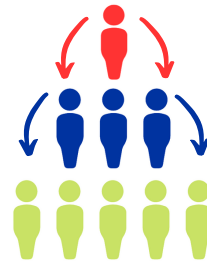
When the Jefferson City School District Director of Health Services receives notification and confirmation of a student or staff member testing positive for COVID-19 the *steps on the following pages will be taken.*





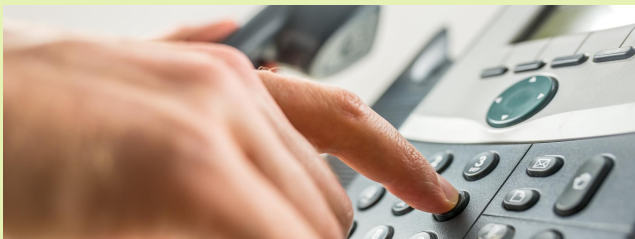
CONTACT TRACING: WHAT IT IS & HOW IT WORKS

Contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread.

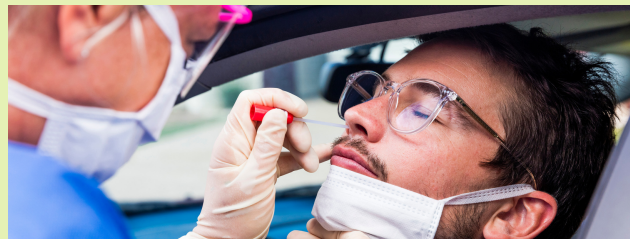


This includes asking people with COVID-19 to isolate and their close contacts to quarantine at home. Contact tracing has been used for decades to slow or stop the spread of infectious disease.

CONTACT TRACING INVOLVES:



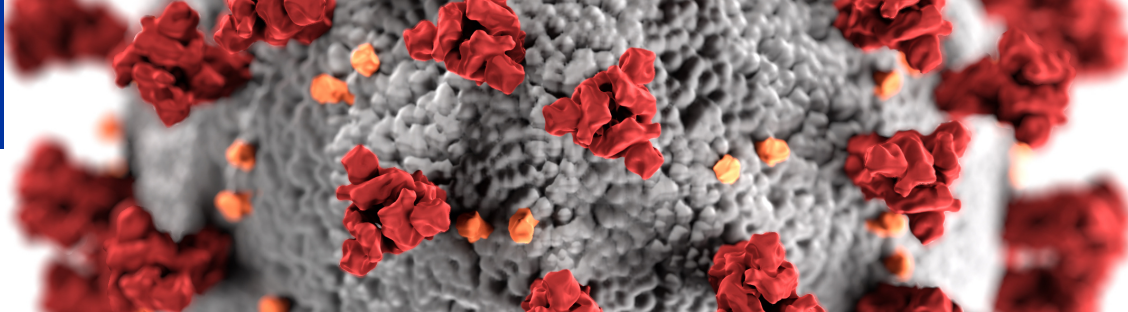
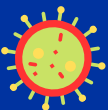
Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious.



Notifying contacts of potential exposure and referring contacts for **COVID-19 testing**.



Monitoring contacts for **signs & symptoms**, and connecting contacts with services during **self-quarantine**.



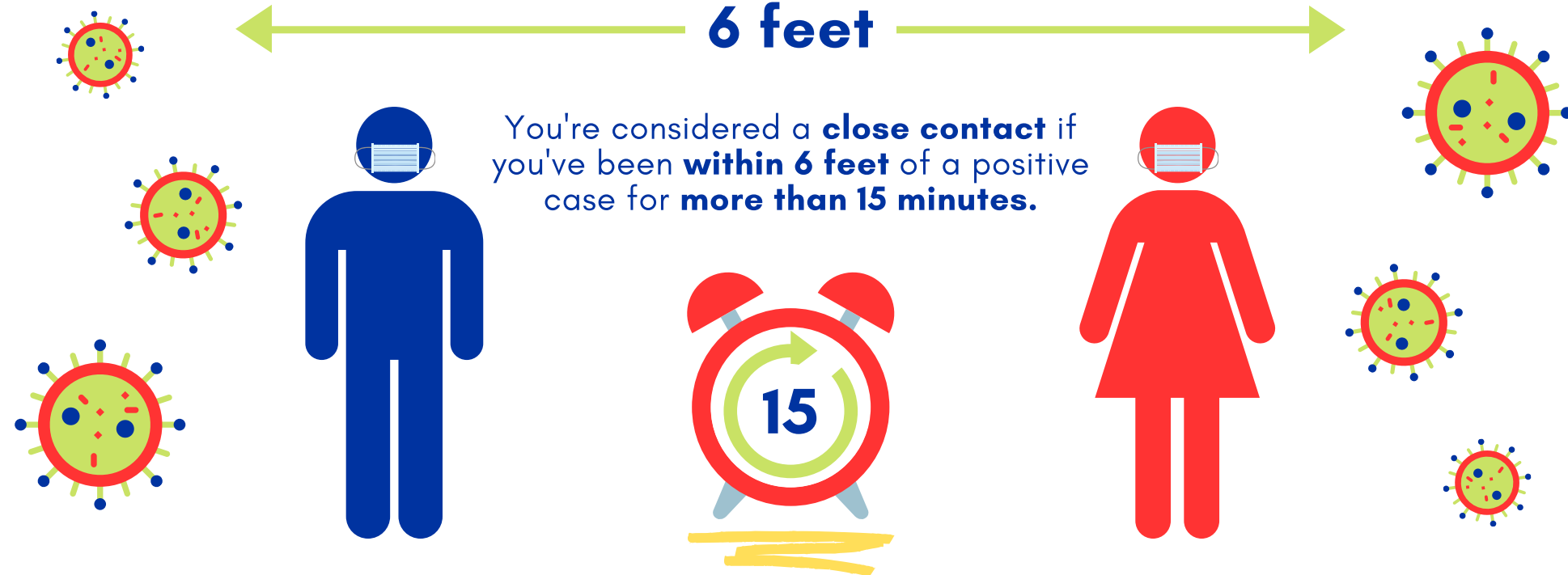
CONTACT TRACING: CLOSE CONTACT DEFINITION

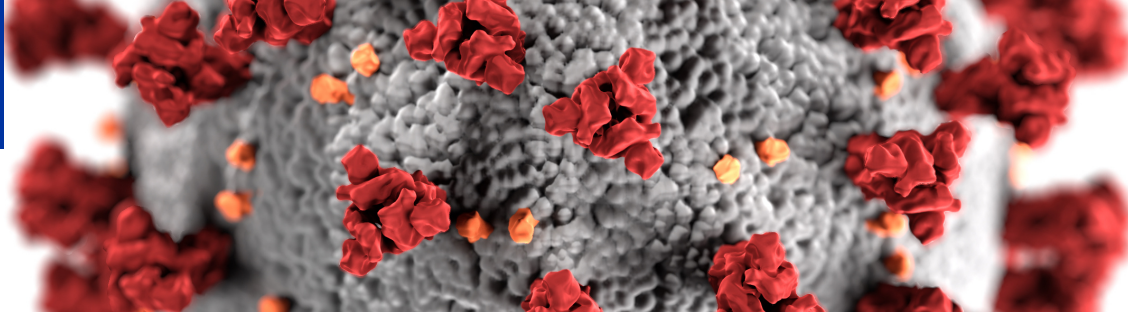
When notified of a positive case, JC Schools will collaborate with the local health department on contact tracing to **determine who is considered a close contact to a positive case.**

6 feet

You're considered a **close contact** if you've been **within 6 feet** of a positive case for **more than 15 minutes.**

15





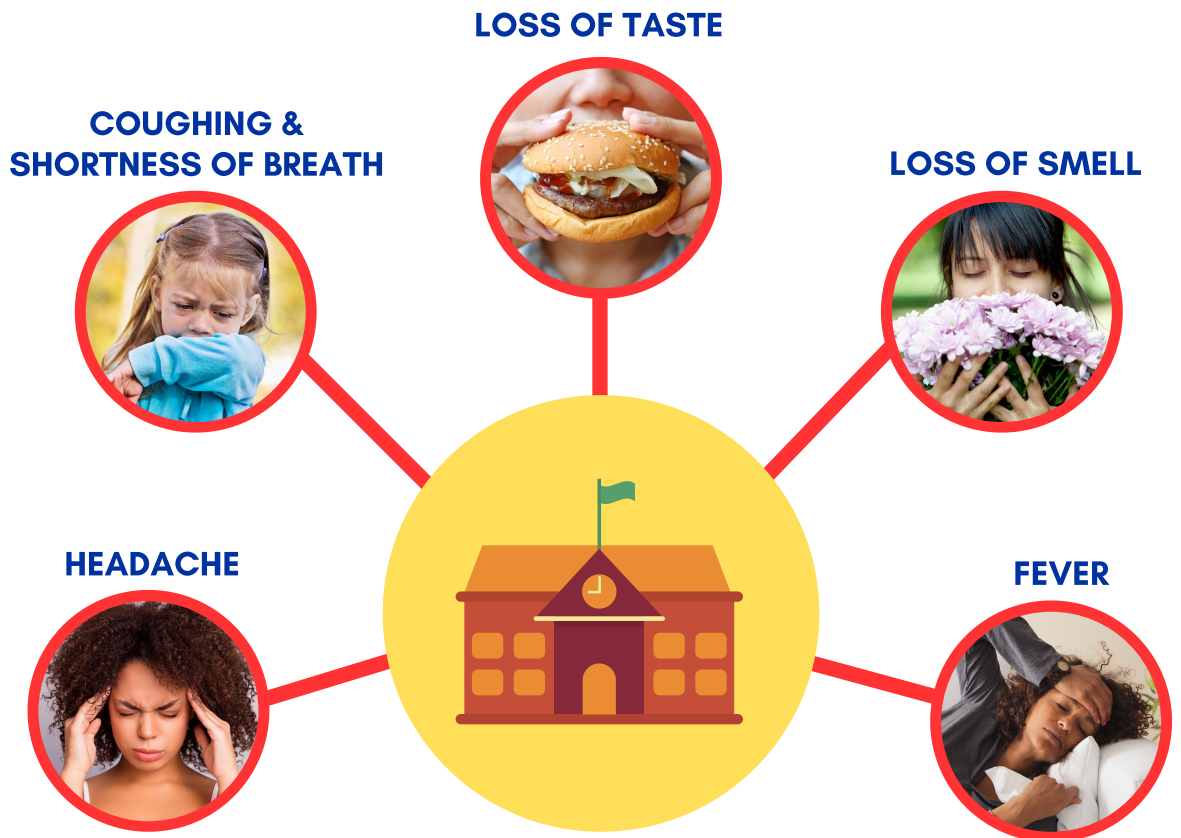
CONTACT TRACING: GETTING STARTED

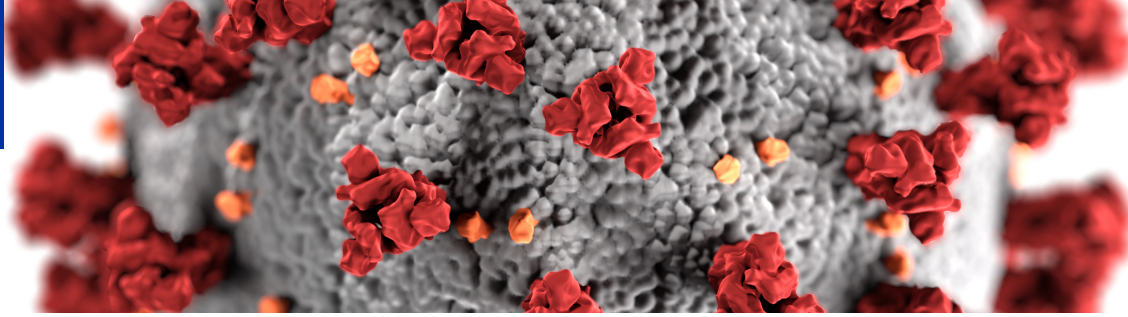
When notified of a positive case, the district will begin the process to determine:

- When the student/staff member became symptomatic and;
- Whether they were on school property while symptomatic.

Symptoms include, but are not limited to, headaches, coughing, shortness of breath, loss of taste/smell, and fever.

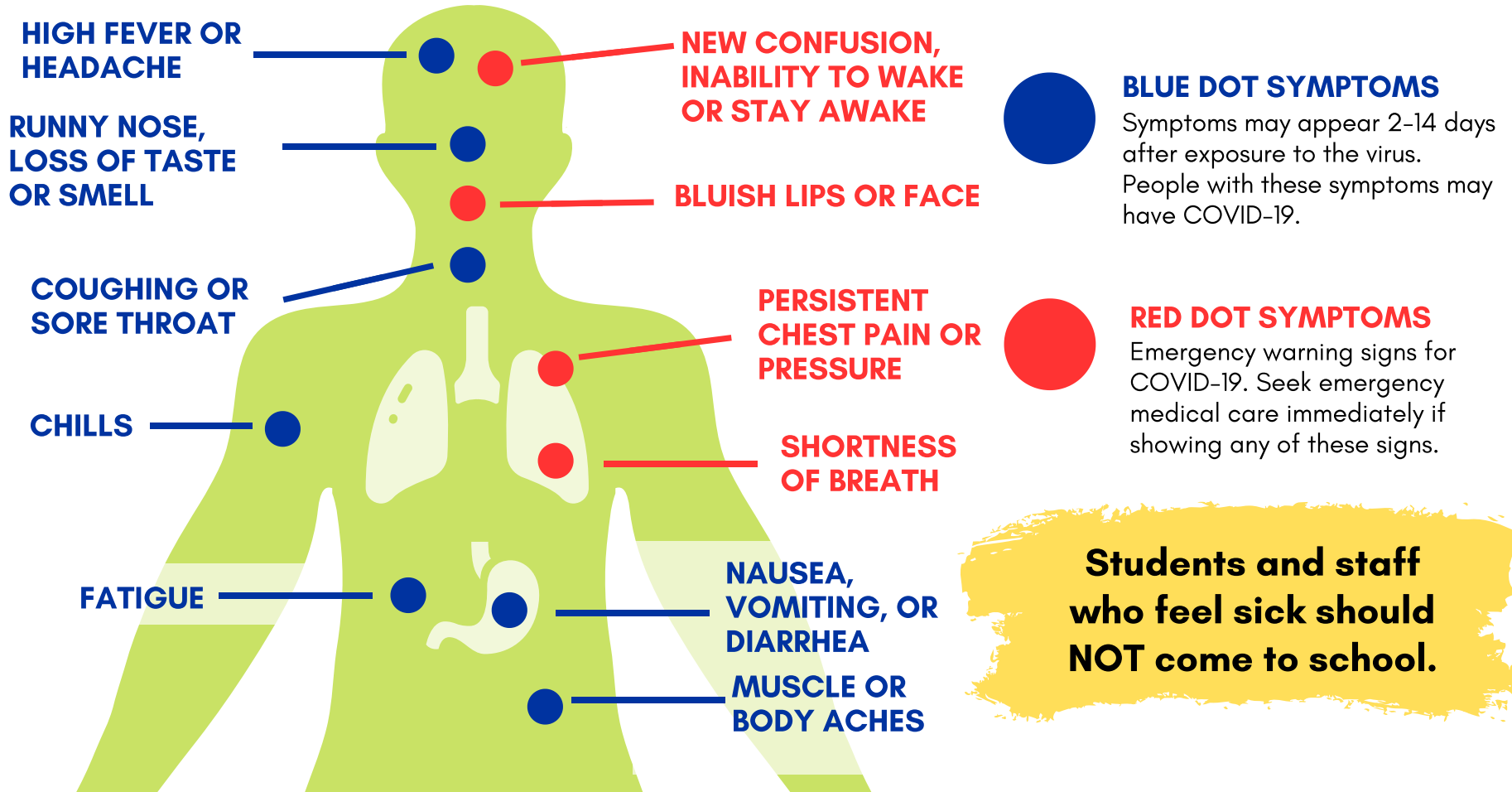
For a full list of COVID-19 symptoms, reference Page 5.





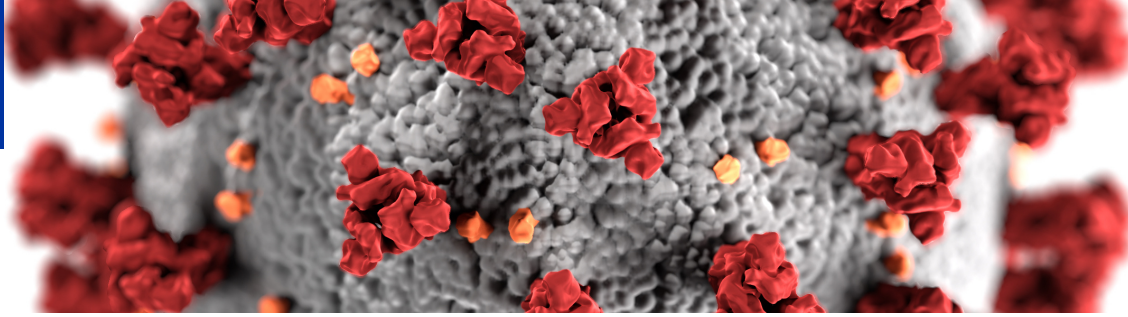
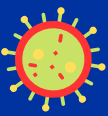
COVID-19 SYMPTOMS

Source: Centers for Disease Control and Prevention (CDC)



Students and staff who feel sick should NOT come to school.





QUARANTINE NOTIFICATION



If students/staff members are considered **close contacts**, they could be **asked to quarantine** by JC Schools and/or the local health department.



JC Schools will instruct students/staff members to quarantine if they are a close contact of a positive case and came into contact with the positive case while **on school property**.

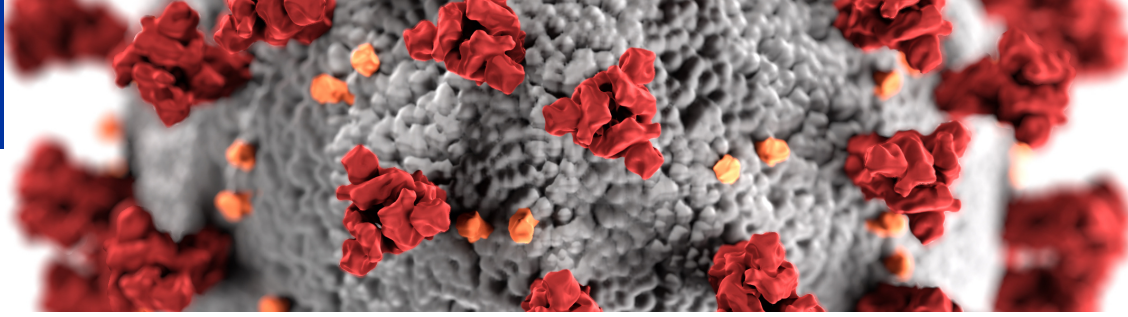


The local health department will instruct students/staff members to quarantine if they are a close contact of a positive case **anywhere outside school property**, such as at a family member's home.



Close contacts must show no symptoms before returning to school.





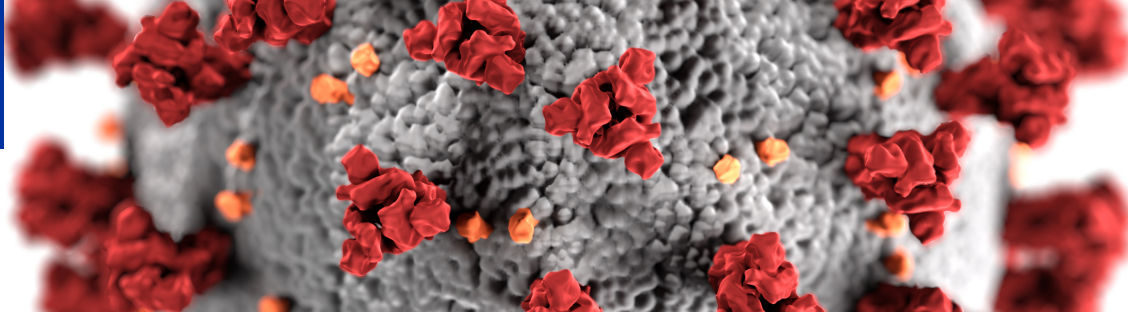
NOTIFICATION OF A POSITIVE CASE



If it is determined through contact tracing that a student/staff member was **positive for COVID-19 while on school property**, the district will notify all families of that particular school about the positive case.

Additionally, the district will notify anyone within the school who is considered a **close contact** and needs to quarantine. **Anyone in the school who is not identified as a close contact does not need to quarantine.**



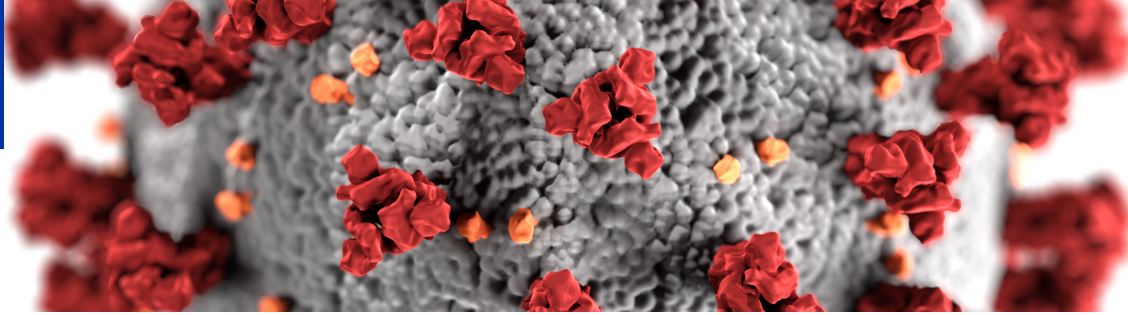


COVID-19 SYMPTOMATIC WINDOW



During contact tracing of a student/staff member who is positive for COVID-19, the district/local health department will review the positive individual's whereabouts **48 hours before he/she became symptomatic and thereafter.**

Based on whether the positive individual was on school property within this window of time, the district may or may not need contact school families or ask other students/staff members to quarantine.



NO SCHOOL IMPACT

(not at school within symptomatic window)

Student/staff member becomes symptomatic.



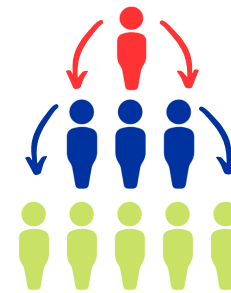
Student/staff member stays home and does not come to school after becoming symptomatic.



Student/staff member tests positive for COVID-19.



JC Schools Director of Health Services & health department collaborate on contact tracing.



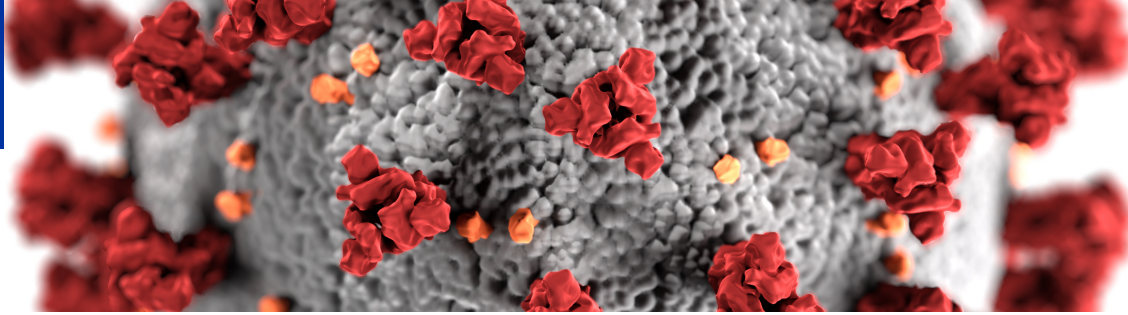
If it is determined no other parties were impacted, communication may not be sent to fellow students or staff members.



If the student/staff member was **not** on school property within 48 hours before becoming symptomatic and has had no close contact with other students/staff members, the JC Schools Director of Health Services and the local health department will collaborate on contact tracing.

However, communication may not be sent to fellow students or staff members if a determination is made that no other parties are impacted.





SCHOOL IMPACT

(at school within symptomatic window)

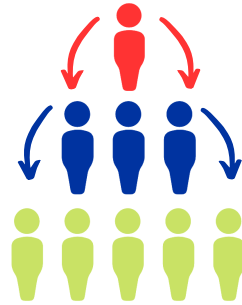
Student/staff member becomes symptomatic.

Student/staff member tests positive for COVID-19.

JC Schools Director of Health Services & health dept. collaborate on contact tracing.

Contact tracing determines the positive case was in contact with staff/students 48 hours before symptoms appeared and thereafter.

The district/school will contact those who are believed to have been in close contact with the positive case and instruct them to quarantine.

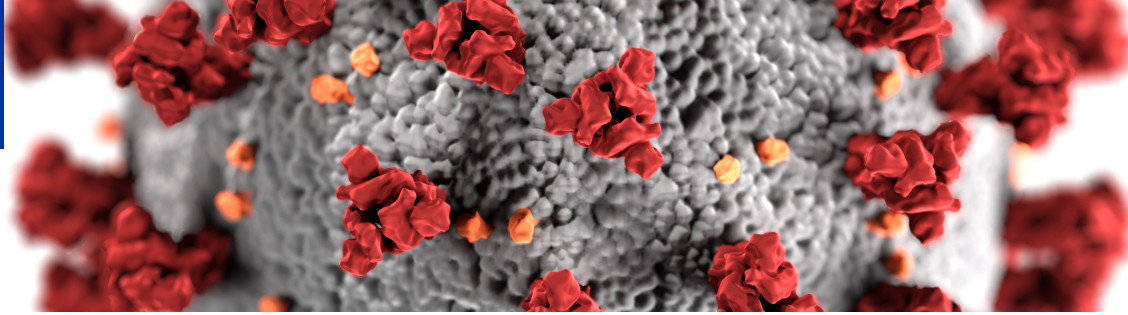


If it is determined the student/staff member **was** on school property **within 48 hours before becoming symptomatic**, the district will begin contact tracing to determine whether any other students or staff members may be identified as having close contact (within six feet for longer than 15 minutes) with the individual.



*In some instances, the district/school may instruct other students/staff members to isolate at home until a determination can be made as to who the close contacts are. **For more information about communication to families, see Page 6.***





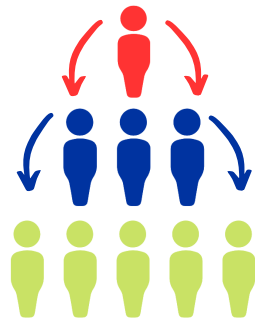
POSITIVE CASE NOTIFICATION PROCEDURE

The district/school will notify parents and staff of a positive case in the school for situational awareness.

Through contact tracing, the JC Schools Director of Health Services & health dept will determine which students/staff members are considered close contacts.

Once contact tracing is complete, the district/school will notify students/staff members who need to quarantine. A positive case in a school does not necessarily mean the entire school must quarantine.

Students/staff in quarantine who show no symptoms may return to school once their quarantine is complete.

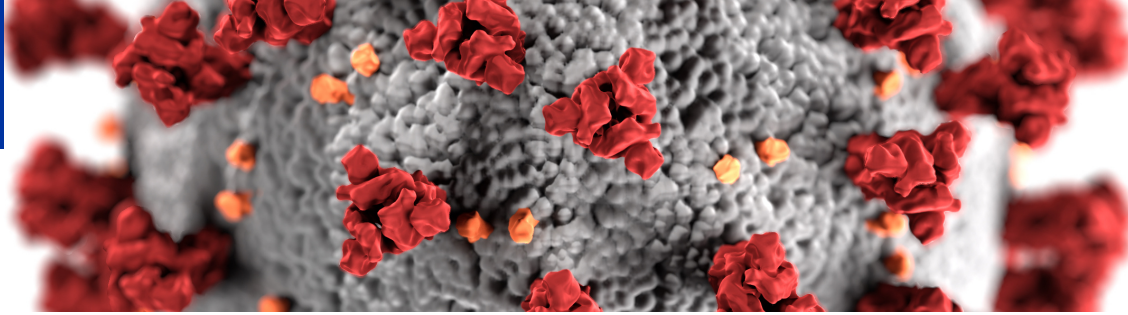


The district/school will notify parents and staff members at the affected student/staff member's school for **situational awareness**.



However, this does not mean that every student/staff member from that school will have to quarantine, or that the school will close down. In most cases, the school will remain open and only those individuals identified as close contacts will have to quarantine.





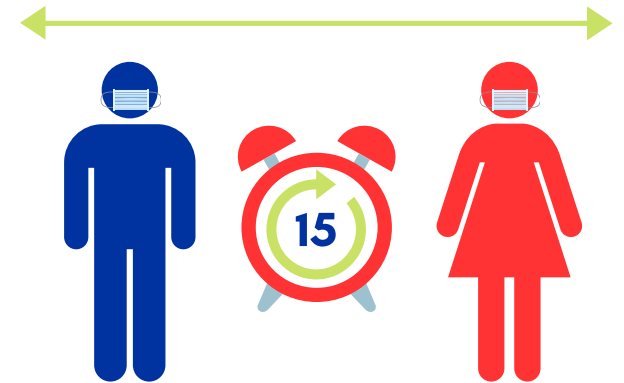
CONTACT TRACING FOR POSITIVE CASE

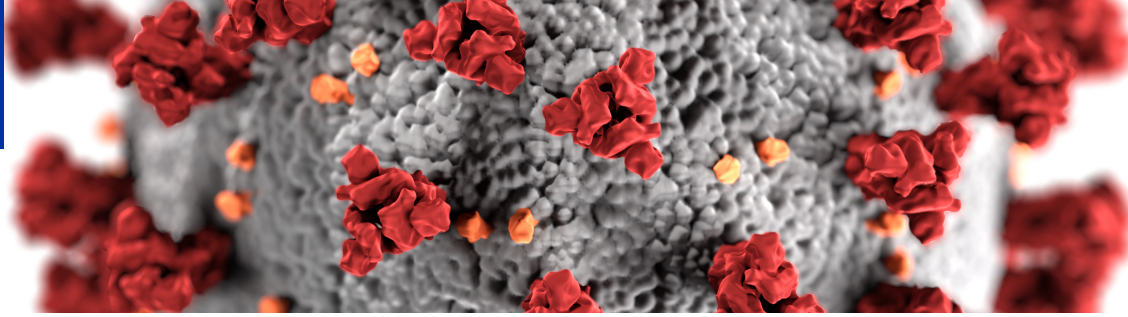
The contract tracing process will include:

**reviewing seating
charts in classrooms
and on buses.**

**reviewing the schedule
and activities of the
student/staff member.**

*These reviews help
determine which areas they
have occupied and which
individuals they may have
come in contact with.*

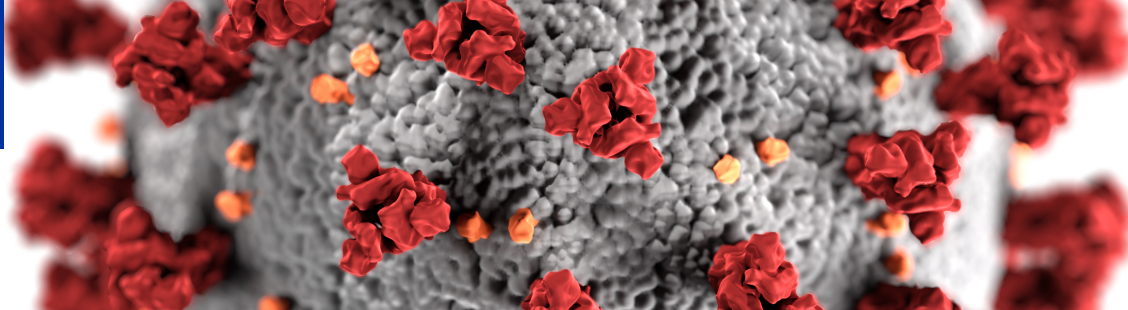




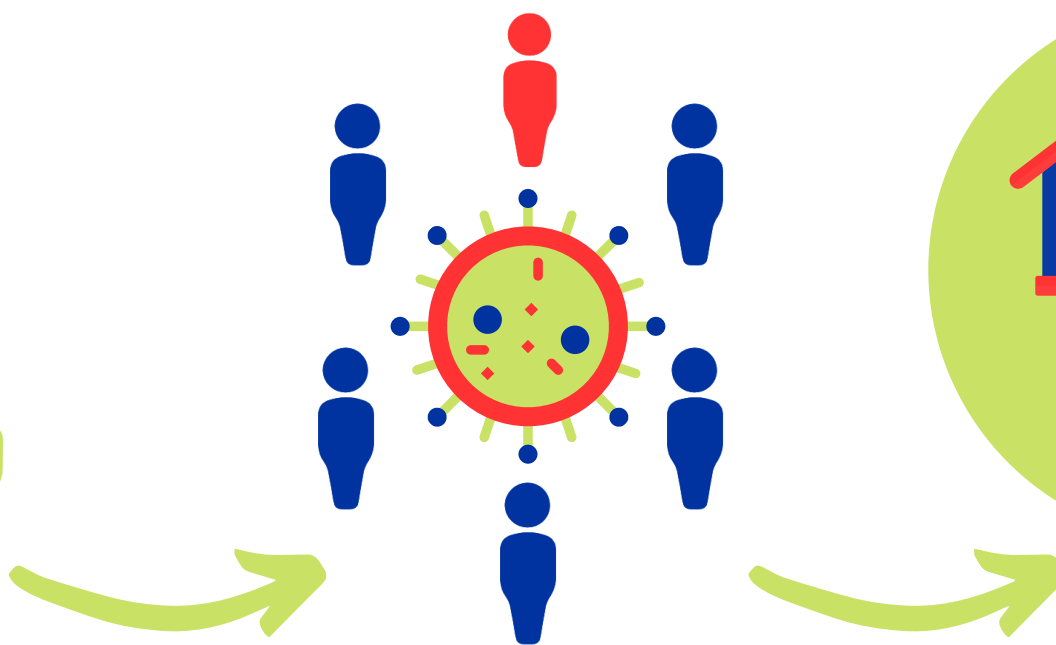
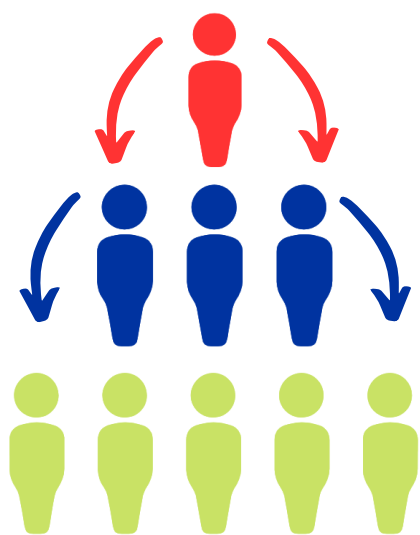
TEMPORARY MEASURES FOR CONTACT TRACING



If the district/school needs **more time to complete the contact tracing efforts**, a classroom, student cohort group, or building may be asked to stay home and transition to distance learning for a short period to allow for **close contacts to be identified and quarantined** before others return to school.



DISTANCE LEARNING FOR QUARANTINE



If the district/school identifies a **large number of close contacts** from within a classroom, student cohort group, or building, that group of individuals may be **transitioned to distance learning** to allow for the appropriate number of quarantine days.





PROCEDURES FOR NOTICE OF COVID-19 INFECTIONS

COVID-19 is present in Cole and Callaway counties, and therefore the district must be prepared for how we will respond if a student or staff member tests positive. When the Jefferson City School District Director of Health Services receives notification and confirmation of a student or staff member testing positive for COVID-19 the following steps will be taken:

- The district will begin the process to determine when the student/staff member became symptomatic and whether they were on school property while symptomatic;
- If it is determined the student/staff member was not on school property within 48 hours before becoming symptomatic and has had no close contact with other students/staff members, the case will be handled by both our Director of Health Services and the local health department, however, communication may not be sent to fellow students or staff members if a determination is made that no other parties are impacted;
- If it is determined the student/staff member was on school property within 48 hours before becoming symptomatic, the district will begin our contact tracing process to determine whether any other students or staff members may be identified as having close contact (within six feet for longer than 15 minutes) with the individual;
- The contact tracing process will include reviewing seating charts in classrooms and on buses and reviewing the schedule and activities of the student/staff member to determine which areas they have occupied and which individuals they may have come in contact with;
- The district/school will begin contacting those individuals who are believed to have been in close contact with the student/staff member to instruct them to quarantine -- in some instances, the district/school may instruct other students/staff members to isolate at home until a determination can be made as to who the close contacts are;
- The district/school will notify parents and staff members at the affected student/staff member's school for situational awareness, but this does not mean that every student/staff member from that school will have to quarantine, or that the school will close down. In most cases, the school will remain open and only those individuals identified as close contacts will have to quarantine;
- If the district/school needs more time to complete the contact tracing efforts, a classroom, student cohort group, or building may be asked to stay home and transition to distance learning for a short period to allow for close contacts to be identified and quarantined before others return to school;
- If the district/school identifies a large number of close contacts from within a classroom, student cohort group, or building, that group of individuals may be transitioned to distance learning to allow for the appropriate number of quarantine days.

