



West Irondequoit Central School District CONTACT TRACING

COVID-19 POSITIVE CASE REPORTED

COMMUNICATION

BUILDING ADMINISTRATION
(Coordinates)

COVID-19 SAFETY COORDINATOR

HEAD NURSE

Coordinate supports for building nurse

Immediately notify Monroe County Health Department & District Physician

Individual currently on school property?

Superintendent of Schools

Coordinate pathways for communication through Public Information Office and administrators. Monitor social media for accurate information.

COVID-19 COUNSELOR

Plan supports with counselors and administration to assess student, teacher, and staff needs.

YES

NO

Isolate individual.
If employee, alert supervisor and self-isolate.
If student, isolate, contact parent or guardian for pickup.
Any individual showing symptoms needs to go home.

When was the last time on school property?

If over 7 days. No next steps. **STOP**

If under 7 days

BEGIN CONTACT TRACING

YES

Did individual enter building?

NO

Interview individual to determine location(s) within building, if student ⇒ Obtain a copy of student's schedule.
 What entrance did individual enter? ⇒ Use security cameras to attempt to trace pathway through facility.
 Which hallway(s) did individual use? ⇒ Attempt to identify people who may not have had masks on.
 Which rooms did individual go in?
 ⇒ Identify time period, class roster, and attendance records. Close off identified spaces, provide information to Laborer Foreman, Custodian or Custodian Assistant for proper disinfecting.
 Other locations and facilities individual visited
 ⇒ Notify appropriately and attempt to identify people who may not have had masks on.
 Did student participate in any group activities prior to school?
 ⇒ Confidentially notify administration, teachers and staff involved.
 Identify materials individual used, desk location, and etc.
 ⇒ Provide information to Laborer Foreman, Custodian or Custodian Assistant for proper disinfecting.
 If was on a school bus ⇒ Alert Transportation Supervisor and collaboratively work to identify riders
 If in vehicle with multiple people ⇒ Identify people within vehicle and isolate
 If student has siblings in other schools ⇒ Notify principals in other schools.
 Other actions as directed by COVID-19 Safety Coordinator, Head Nurse, MCDOH, and District Physician

Attempt to identify where individual went on school grounds. Use security cameras to narrow date, time and location.

Report findings to COVID-19 Safety Coordinator or Head Nurse.

Coordinate with COVID-19 Counselor. Implement necessary supports.