

NL Contact Tracing Procedures and Process:

- 1.) When a school employee has been notified that a child tested positive for COVID 19 please track the child's information on the "22-23 COVID Positive" Google Document.
- 2.) The school nurse will notify the school office that there is a positive case that has close contacts.
- 3.) The school office in conjunction with the principal will complete a very basic contact tracing investigation of the positive case.
 - Identify students and or adults who were in close contact with the child (sitting next to the child or working directly with the child for more than 15 minutes) This information can be gathered from the teacher.
 - Contact the transportation department to see if any students were in close proximity of the person who tested positive (sitting next to the person)
- 4.) The school office will gather family emails and faculty or staff emails of those who were determined to be close contacts.
- 5.) The school office will send one of the letters found on the next page to the close contact guardians or to the faculty or staff member..

In order to contact trace the following will have to be maintained: (Supervisors please notify your faculty and staff)

- Accurate classroom seating charts
- Assigned seating in lunch rooms as much as possible
- Assigned seats on buses

8/23/22

Letter for parent or guardian whose child was a close contact:



Dear Family Member,

Your child has been identified as being in close contact with someone who recently tested positive for COVID 19 in their school. A close contact is defined as a person being within 6 feet of a person who tested positive with COVID for more than 15 minutes. Please monitor your child for COVID like symptoms (respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting or diarrhea).

If your child is having one or more of these symptoms we ask that you keep your child home from school and test for COVID 19. When a child has COVID like symptoms, the child can return back to school as long as you present your child's school nurse with proof of a negative COVID test or has completed the 5 day isolation protocol. If you are in need of a COVID test, please do not hesitate to contact your child's school nurse.

If your child is presenting no symptoms it is completely up to the family whether or not they want to test their child. As long as your child has no symptoms and does not have a recent positive COVID test your child is free to return back to school.

We thank you for your continued support as we work together to stop the spread of COVID-19 in our schools and to keep our students, faculty, and staff healthy. Do not hesitate to reach out to your child's school nurse or myself with any questions.

Sincerely,

Andrew Kourt
Superintendent and COVID Coordinator

8/23/22

Letter for faculty or staff member who was a close contact:



Dear Colleague,

You have been identified as being in close contact with someone who recently tested positive for COVID 19 at work. A close contact is defined as a person being within 6 feet of a person who tested positive with COVID for more than 15 minutes. Please monitor yourself for COVID like symptoms (respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting or diarrhea).

If you are having one or more of these symptoms we ask that you get tested for COVID 19. If you are in need of a COVID test, please do not hesitate to contact your school's nurse. If you test positive we ask that you show proof of the positive test, complete your COVID paperwork, and a time off request sheet. People who test positive for COVID should return back to work after day 5 as long as symptoms are subsiding and the person wears a well fitted mask through day 10.

If you're not presenting symptoms and have not tested positive with COVID you are free to continue coming to work.

We thank you for your continued support as we work together to stop the spread of COVID-19 in our schools and to keep our students, faculty, and staff healthy. Do not hesitate to reach out if you have any questions.

Sincerely,

Andrew Kourt
Superintendent and COVID Coordinator