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Committed to cultivating within all our students the knowledge, skills, and character essential to becoming purposeful, productive and engaged members of their world.

Contact Tracing Procedures in CVSU Schools

Updated as of 9/15/2021

When a positive case is identified in a school building, the administration works with teachers, nurses, and family members to contact trace. This process requires staff to evaluate which individuals meet the definition of a close contact to determine whether the individual will be required to quarantine.

While each case is unique and dependent upon school, age, and vaccination status, the contact tracing process is generally as follows:

- 1) The school is notified of the positive case by a family member or the person themselves or the VDH;
- 2) The site administrator or school nurse speaks with the positive individual and/or family, teachers, and bus company to determine who the individual was in close contact with during school and in any afterschool activities;
- 3) The site administrator or school nurse call VDH contact tracing team, inform them of the positive case, and receive any guidance they can give regarding next steps; All positive cases identified in a school are reported to the VDH.
- 4) A line list is created for VDH listing all known close contacts; The following documents assist staff in making this determination.

[COVID-19 Recommendations for Contact Tracing \(updated 9/14/21\)](#)

[Close Contact Framework](#)

[What to do if you are a Close Contact](#)

- 5) The site principal and nurse alerts all close contacts identified using the criteria above and provides directions for quarantine and testing to each individual; The following document assists staff in determining when to quarantine individuals and when they can return to school:

[COVID-19 in Pediatric Patients Flow Chart](#)

- 6) The site principal notifies the larger community of the positive case - to protect personal health

information of staff or students, no further information is shared with the larger community.

If you have any questions regarding current procedures to identify and quarantine close contacts within CVSU schools, please contact our COVID-19 Coordinator, Chantelle Safford, or Superintendent Fedders.