

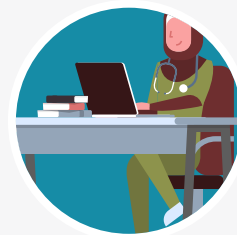
# CONTACT TRACING WORKFLOW (COVID-19) at Coeur d'Alene Public Schools



Individual Self-Reports to Supervisor



Supervisor Submits District COVID-19 Reporting Form



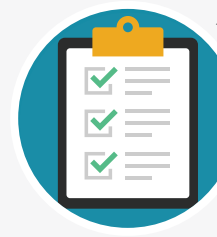
District Nurse Triage Case



School Health Determines Needed Mitigation and Return Dates then Notifies District Command



District Command Initiates Communications, Operations, Logistics, Planning and Financial



Sections Complete Responsibilities



Operations  
-School Health does contact tracing  
-Custodians disinfect impacted areas



Courtesy Phone Call and Followup When Student/Employee Returns

## Goals of Contact Tracing Workflow:

1. Protect the health of District staff and students
2. Control the spread of COVID-19 in schools
3. Complete notifications
4. Assess situation magnitude and severity
5. Clean impacted areas
6. Document response and lessons learned

# CONTACT TRACING WORKFLOW

## (COVID-19) at Coeur d'Alene Public Schools

### Step by Step

1. Parent/guardian reports to school office. Employee reports to supervisor.
2. Building administrator or supervisor submits District [COVID-19 Reporting Form](#)
3. District nurse triages case.
4. School health determines needed mitigation and return dates, then notifies District command
5. District command initiates communications and notifies operations, planning, logistics, and financial groups to complete responsibilities
  - **Communications**, where applicable
    - INTERNAL: Building Admin, School Nurse, Office Staff, Attendance Secretary, Teacher, Athletic Director, Human Resources
    - EXTERNAL: affected families and groups
  - **Operations: School Health Branch**
    - Contact Tracing
  - **Operations: Custodial Branch**
    - Clean, sanitize and disinfect impacted areas
  - **Planning**
    - Assess and produce situation report
  - **Logistics**
    - Replenish consumed supplies
  - **Financial**
    - Track and monitor related expenses
6. Affected individual or parent/guardian receives a courtesy phone call 48 hours prior to the expected return date. The affected individual or parent/guardian is asked to complete the Return to School and Extracurricular Activities form prior to return.
7. School Health reviews the Return to School and Extracurricular Activities form and follows up with the family or employee upon return.

# COVID INCIDENT COMMAND RESPONSE

## (COVID-19) at Coeur d'Alene Public Schools

### Incident Objectives

1. Daily protect the health of District staff and students
2. Upon notification of a COVID-19 positive case or exposure to a COVID-19 positive case, control the spread of COVID-19 in CDA Public Schools
3. Within 24 hours of awareness complete notifications
4. Weekly assess situation magnitude and severity
5. Regularly clean impacted areas
6. After each incident, document response and lessons learned

### Objectives with Strategies

Objective: Protect the health of District staff and students

- Coordinate with schools to share the latest public health information, confirm infectious disease plans and mitigation measures being undertaken.
- Identify those at risk
- Maintain the supply chain of personal protective equipment (PPE). Prioritize PPE for staff in health rooms, facilities, and those with duties that require close contact.
- Understand and relay to District Command any concerns regarding PPEs or staff shortages.
- Assist schools to serve the most vulnerable and at-risk populations.
- Issue educational guidance to vulnerable populations and schools
- Inventory PPE and secure at a District warehouse
- Manage existing supply and work to procure additional PPE
- Develop guidelines or use of PPE
- Monitor and distribute PPE
- Accept PPE donations

Objective: Control the spread of COVID-19 in CDA Public Schools

- Conduct diseases surveillance
- Implement contact tracing using [COVID-19 Illness and Quarantine Guidelines](#)
  - Determine PERSON A, B, C or D
  - If PERSON A: identify affected district buildings 48 hours prior to symptom development or on day of testing, identify all exposed District individuals who now become PERSONS C. Establish earliest possible return date.
  - If Person B or C: establish earliest possible return dates.
  - If Person D: offer to answer questions and alleviate fears.
- Issue exclusion notices in coordination with self-isolation or quarantine directions
- Coordinate with the public health department, hospital, and clinics to expand testing services.
- Monitor confirmed cases and those who have been excluded.
- Implement return to school or play process before planned return date
- Develop and implement a volunteer management program with assigned projects and mechanism for volunteers to sign-up
- Assign District staff to volunteer management
- District staff identify opportunities for volunteer support

# COVID INCIDENT COMMAND RESPONSE

## (COVID-19) at Coeur d'Alene Public Schools

### Objective: Complete notifications

- Provide timely, specific, and consistent COVID-19 information
- Provide specific exclusion directions with return dates to all students, staff and volunteers or others with positive COVID-19 cases, household members of positive COVID-19 cases, or those in close contact with a positive COVID-19 case.
- Provide specific closure information to all affected individuals.
- Internal Communications
  - Custodial Services notified for cleaning
  - Building administrator notified of the building closure and exposure
  - Athletic Directors notified if student-athlete or coach
  - HR notified if staff involved
  - Building administrator, Office staff, attendance secretary, teacher notified of exclusion dates
- External Communications ([see COVID-19 Illness and Quarantine Guidelines](#))
  - If PERSON A, letter to affected families and groups regarding building closure and possible exposure with the need to quarantine as all exposed individuals become PERSON C with return dates included. Some individuals may become PERSON D if affected by a building closure but did not have close contact with PERSON A.
  - If PERSON B or C, letter to PERSON B OR C with directions for quarantine and return dates.

### Objective: Assess situation magnitude and severity

- Communicate and coordinate regularly with Panhandle Health Department
- Collect info from local, county, state, and federal resources
- Identify current and future school district needs related to hospital capacity, rate of community spread, and mortality rates
- Interpret data to identify current trends to help forecast future projections of equipment, material, facility, and staffing needs
- Produce situation report

### Objective: Clean impacted areas

- Obtain necessary supplies
- Maintain secure inventory
- Manage and track all donated supplies and materials
- Allocate supplies as directed by Operations
- Establish and maintain lines with key suppliers
- Procure other resources such as facilities, labor, technology needed for creating isolation or other type of sites
- Clean, sanitize and disinfect impacted areas

### Objective: Document response and lessons learned

- Formulate a data analytics group to better identify future projections of incident needs

# COVID INCIDENT COMMAND RESPONSE (COVID-19) at Coeur d'Alene Public Schools

## Sections & Responsibilities

**Operations** - responsible for effectively managing the CDA Public Schools growth of COVID-19. Two branches consist of School Health and Custodial Services.

**Logistics** - obtaining PPEs, equipment, and other materials and resources needed by Operations

**Planning** - situational awareness, data analysis

**Finance** - funding the operation, monitoring expenses, procurement and federal reimbursements.

<b>Operations</b> <b>Primary Work Assignments</b>	<b>Logistics</b> <b>Primary Work Assignments</b>	<b>Planning</b> <b>Primary Work Assignments</b>	<b>Finance</b> <b>Primary Work Assignments</b>
<ul style="list-style-type: none"> <li>● Conduct surveillance of spread of COVID-19 in CDA Public Schools</li> <li>● Clean, sanitize and disinfect impacted areas</li> <li>● Conduct contact tracing and issue exclusion notices in coordination with self-isolation or quarantine directions</li> <li>● Monitor confirmed cases and those who have been issued exclusion notices</li> <li>● Issue educational guidance to vulnerable populations and schools</li> <li>● Coordinate with schools to share the latest public health information, confirm infectious disease plans and mitigation measures being undertaken. Understand and relay to District Command any concerns regarding PPEs or staff shortages.</li> <li>● Communicate and coordinate regularly with Panhandle Health Department</li> <li>● Develop and implement a volunteer management program with assigned projects and mechanism for volunteers to sign-up</li> <li>● Team of District staff assigned to volunteer management</li> <li>● District staff identify opportunities for volunteer support</li> </ul>	<ul style="list-style-type: none"> <li>● Obtain necessary supplies, including PPEs</li> <li>● Maintain secure inventory</li> <li>● Manage and track all donated supplies and materials</li> <li>● Allocate supplies as directed by Operations</li> <li>● Establish and maintain lines with key suppliers</li> <li>● Procure other resources such as facilities, labor, technology needed for creating emergency medical or other type of sites</li> <li>● PPE is inventoried and secured at a District warehouse</li> <li>● District Staff manage existing supply and work to procure additional PPE</li> <li>● Guidelines developed for use of PPE</li> <li>● PPE is monitored and distributed by logistics team</li> <li>● PPE donations being accepted</li> </ul>	<ul style="list-style-type: none"> <li>● Collect info from local, county, state, and federal resources</li> <li>● Identify current and future school district needs related to hospital capacity, rate of community spread, and mortality rates</li> <li>● Interpret data to identify current trends to help forecast future projections of equipment, material, facility, and staffing needs</li> <li>● Produce situation report</li> </ul>	<ul style="list-style-type: none"> <li>● Identify financing for the emergency operation</li> <li>● Track and monitor emergency related expenses</li> <li>● Ensure compliance with emergency and normal procurement procedures</li> <li>● Understand federal programs for reimbursement</li> <li>● Ensure compliance for federal reimbursement of expenses</li> </ul>