## Parent Calls to Report Child has tested positive for COVID

	Parent Calls to Report Child has tested positive for COVID
	Nurse is notified
	☐ Nurse contacts parent to gather information
	Nurse gathers the following information:
	☐ When the student tested?
	When did they receive the notification of the positive test?
	☐ When did symptoms begin?
	☐ Has anyone else in the house been tested?
	Are there any other MFISD students in the house?
	<ul> <li>Nurse tells parent child will be put on remote learning</li> </ul>
	☐ Nurse lets parents know that other MFISD students in the house will have to stay home and be put on remote
	learning
	☐ Nurse tells parent that student is not to return to school until cleared by the nurse
	☐ Nurse tells parent if child is in athletics, they will need to present a note of clear from a doctor before to
	coaches in order to participate upon return
	☐ Nurse notifies Attendance that student will be out until at least
	☐ Attendance codes student K
	☐ Nurse notifies registrar to place student on remote learning until at least
	☐ Registrar moves the student to remote learning
	Registrar notifies the following people that the student is now a remote learner:
	☐ Teachers
	Teachers with student as remote learner until clear to return
	Marks attendance for students just like other remote learners
	☐ Counselor
	☐ Checks if student receives 504 services
	Holds 504 meeting if additional accommodations are needed
	<ul> <li>Assists as needed as child is in remote learning</li> </ul>
	□ ARD Facilitator or Campus Special Education Lead
	Checks if student receives special education services

☐ Schedules ARD for student
☐ Transportation to check if child uses bus
Nurse notifies Executive Director of Instructional Services
☐ Nurse and Executive Director of Instructional Services determine days contact tracing is needed
☐ Executive Director of Instructional Services notifies
☐ Superintendent
☐ Burnet County Health Authority
☐ Principal
□ COVID-Team AP
<ul> <li>AP notifies ARD Facilitator and Executive Director of Special Programs if student receives</li> </ul>
special education services
<ul> <li>ARD Facilitator researches if student received special education services during the</li> </ul>
days needing traced
<ul> <li>ARD Facilitator reports back information to the AP</li> </ul>
<ul> <li>AP follows contact tracing protocol under guidance by Executive Director of Instructional</li> </ul>
Services
□ AP Reports back contact tracing information to Executive Director of Instructional Services
☐ Executive Director of Instructional Services notifies Director of Human Resources if
needed
<ul> <li>Executive Director of Instructional Services contacts Superintendent and Principal with contact tracing information</li> </ul>
☐ Executive Director of Instructional Services and Superintendent call Burnet County
Health Authority
☐ Executive Director of Instructional Services works with campus to notify by phone
close contacts and those needing to self monitor
☐ Executive Director of Instructional Services follows up with email to
parents of close contacts and those needing to self monitor
<ul> <li>Human Resources notifies employees considered close contact or needing to</li> </ul>
self-monitor
☐ Human Resources follows up with email to employees considered close contact or needing to self-monitor

		all campus parents once close contacts and those needing to self-monitor have been notified.
		☐ Principal posts letter on campus website
		☐ Principal sends out letter regarding COVID+ to all campus staff ☐ Executive Director of Instructional Services notifies DSHS
		☐ Day of notification
		☐ Weekly report
		<ul> <li>Executive Director sends data needed to Burnet County Health Authority</li> </ul>
		☐ Athletic Director
		Athletic Director researches if student is involved in athletics and reports back to AP
		Athletic Director assists in contact tracing if student is in athletics
		Athletic Director notifies appropriate athletic trainer that student will need a note to return to play
		when coming back to school
		<ul> <li>Assistant Superintendent of Administration</li> </ul>
		<ul> <li>Assistant Superintendent of Administration confirms/schedules room to be sanitized</li> </ul>
		Nurse adds student's information to COVID+ tracking sheet for campus
		Nurse notifies other school nurse if there are other children in household who attend MFISD schools
		<ul> <li>Other campus nurse adds students to appropriate sheet for campus and begins appropriate flowchart process</li> </ul>
□ <u>N</u>	urse	follows protocol for return to school if child has been COVID+
		Child is not clear
		☐ Nurse continues communication with parent
		☐ Child remains on remote learning
		Child is clear to return
		Nurse marks on COVID+ tracking sheet the student's return date
		☐ Nurse notifies attendance of student return date
		☐ Nurse notifies registrar of student return date
		☐ Registrar moves student to in person learning
		Registrar notifies the following people student is cleared to return to school and will begin in person learning

Teachers
Counselor
ARD Facilitator or Campus special education lead
Transportation if needed