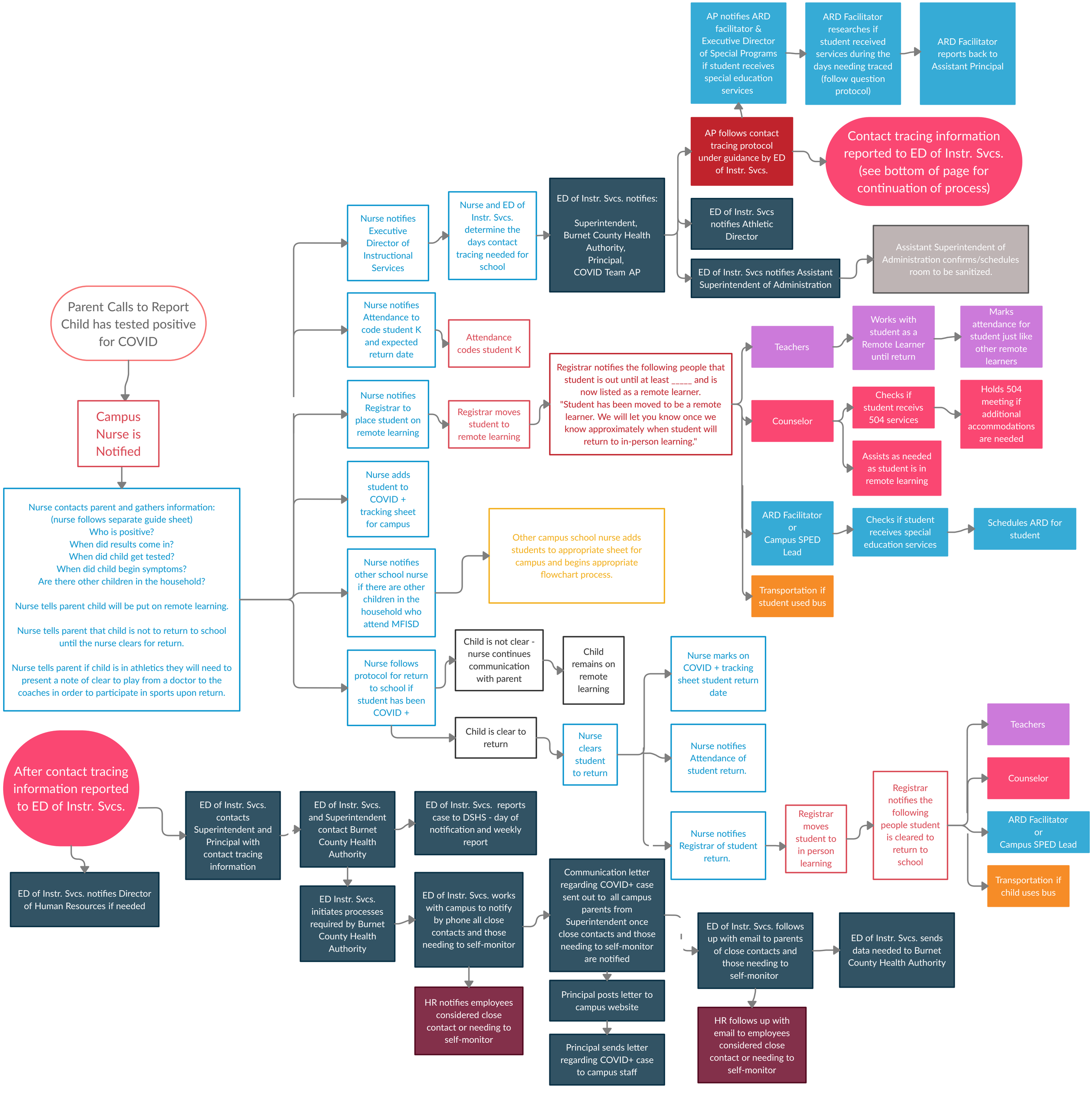
Parent Calls to Report Child has tested positive for COVID
Campus Nurse is Notified
Nurse contacts parent and gathers information: (nurse follows separate guide sheet) Who is positive? When did results come in? When did child get tested? When did child begin symptoms? Are there other children in the household?
Nurse tells parent child will be put on remote learning.
Nurse tells parent that child is not to return to school until the nurse clears for return.
Nurse tells parent if child is in athletics they will need to present a note of clear to play from a doctor to the coaches in order to participate in sports upon return.
Nurse notifies Executive Director of Instructional Services
Nurse and ED of Instr. Svcs. determine the days contact tracing needed for school
ED of Instr. Svcs. notifies: Superintendent, Burnet County Health Authority, Principal, COVID Team AP
AP follows contact tracing protocol under guidance by ED of Instr. Svcs.
AP notifies ARD facilitator & Executive Director of Special Programs if student receives special education services
ARD Facilitator researches if student received services during the days needing traced (follow question protocol)
ARD Facilitator reports back to Assistant Principal
Contact tracing information reported to ED of Instr. Svcs. (see bottom of page for continuation of process)
ED of Instr. Svcs notifies Athletic Director
ED of Instr. Svcs notifies Assistant Superintendent of Administration
Assistant Superintendent of Administration confirms/schedules room to be sanitized.
Nurse notifies Attendance to code student K and expected return date
Attendance codes student K
Nurse notifies Registrar to place student on remote learning
Registrar moves student to remote learning
Registrar notifies the following people that student is out until at least _____ and is now listed as a remote learner. "Student has been moved to be a remote learner. We will let you know once we know approximately when student will return to in-person learning."
Teachers
Works with student as a Remote Learner until return
Marks attendance for student just like other remote learners
Counselor
Checks if student receivs 504 services
Holds 504 meeting if additional accommodations are needed
Assists as needed as student is in remote learning
ARD Facilitator or Campus SPED Lead
Checks if student receives special education services
Schedules ARD for student
Transportation if student used bus
Nurse adds student to COVID + tracking sheet for campus
Nurse notifies other school nurse if there are other children in the household who attend MFISD
Other campus school nurse adds students to appropriate sheet for campus and begins appropriate flowchart process.
Nurse follows protocol for return to school if student has been COVID +
Child is not clear - nurse continues communication with parent
Child remains on remote learning
Child is clear to return
Nurse clears student to return
Nurse marks on COVID + tracking sheet student return date
Nurse notifies Attendance of student return.
Nurse notifies Registrar of student return.
Registrar moves student to in person learning
Registrar notifies the following people student is cleared to return to school
Teachers
Counselor
ARD Facilitator or Campus SPED Lead
Transportation if child uses bus
After contact tracing information reported to ED of Instr. Svcs.
ED of Instr. Svcs. notifies Director of Human Resources if needed
ED of Instr. Svcs. contacts Superintendent and Principal with contact tracing information
ED of Instr. Svcs. and Superintendent contact Burnet County Health Authority
ED of Instr. Svcs. reports case to DSHS - day of notification and weekly report
ED Instr. Svcs. initiates processes required by Burnet County Health Authority
ED of Instr. Svcs. works with campus to notify by phone all close contacts and those needing to self-monitor
HR notifies employees considered close contact or needing to self-monitor
Communication letter regarding COVID+ case sent out to all campus parents from Superintendent once close contacts and those needing to self-monitor are notified
Principal posts letter to campus website
Principal sends letter regarding COVID+ case to campus staff
ED of Instr. Svcs. follows up with email to parents of close contacts and those needing to self-monitor
HR follows up with email to employees considered close contact or needing to self-monitor
ED of Instr. Svcs. sends data needed to Burnet County Health Authority