



STEPS FOR CONTACT TRACING

- Contact tracing helps protect you, our families, and our community by:
- 1: Letting people know they may have been exposed to COVID-19 and should monitor their health for signs and symptoms of COVID-19.
 - 2: Helping people who may have been exposed to COVID-19 get tested.

BEGINNING



NURSE

Notified of possible symptoms

- Nurses evaluate individuals for potential isolation.
- Nurses contact home.

Nurses notified of + COVID-19

- Nurses interview individual for Close Contacts list.
- Close contact letter provided to individuals and/or families as needed.
- Student placed in quarantine room until parent pickup.
- Notify administration with the provided template.
- Nurses follow up with reporting to Cook County Department of Health.

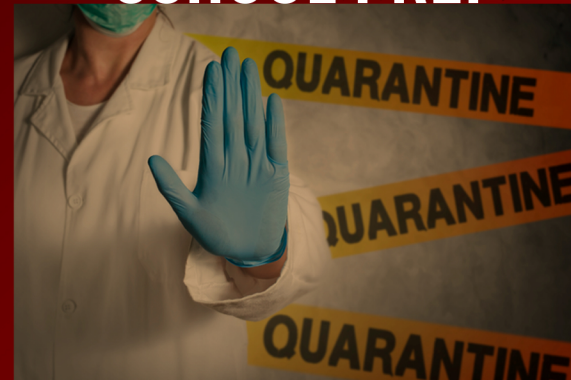
CONTACT TRACING



SCHOOL ADMINISTRATION

- AP1 - Contact tracing begins - pull students' / staff's schedule and compile a list of teachers and students who could be close contacts.
 - Exposure letters sent to parents and affected students.
- AP2 - notifies attendance and counselors, and authorizes students for remote learning.
- *• AP3 - notifies ABM and provides room locations for sanitation, ISO room is disinfected daily.
- Principal - notifies immediate teachers, departments, and staff as a whole.

SCHOOL PREP



QUARANTINED

- Provided expectations for Google Classroom with notification for students that are quarantined. AP2 notifies staff of classes that must be broadcasted on Google.




- Nurses follow up with quarantined students and families the day before expected return.

COMPLETION



NURSE

- Nurses submit weekly reports to their immediate supervisor.
 - Nurses confer with Cook County Department of Public Health on issues of outbreaks and adaptive pauses.
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- Submit required documentation to Cook County Department of Public Health.



**AP1, AP2, and AP3
are Assistant Principals at
Thornridge, Thornton, and
Thornwood. Each school
manages contact tracing in a
slightly different manner. However
the work as described, is completed
in each building.**

*ABM: Custodial Services; ISO: Isolation Room

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