

# CONTACT TRACING

## PETAL SCHOOL DISTRICT

### PROCEDURES

*ALL parent notifications will go through School Status*

If a Covid-19 case has been confirmed in a classroom/school we have developed procedures to address individual outbreaks. This applies to students and staff who tested positive for Covid-19. Once a positive case has been reported, the school nurse and school/district level administrators are notified and begin the contact tracing. Contact Tracing will go back 48 hours from the onset of symptoms.

- **TEACHER(S) IN AFFECTED CLASSES WILL BE NOTIFIED.**
- **THE SCHOOL STAFF WILL BE NOTIFIED VIA EMAIL.**

- **SCHOOL/BUS SEATING CHARTS WILL BE CHECKED TO IDENTIFY THOSE WHO WERE IN CLOSE CONTACT**
- **PARENTS/FAMILIES OF STUDENTS IN THE CLASS/BUS WILL BE NOTIFIED THROUGH SCHOOL STATUS.**
- **ALL STUDENTS (FAMILIES) IN THE CLASS WILL GET NOTIFICATIONS FOR NON-CLOSE CONTACT (6 FT APART FOR LONGER THAN 15 MINUTES). [CLICK HERE TO SEE SAMPLE LETTER](#)**
- **IDENTIFIED STUDENTS WHO HAD CLOSE CONTACT (LESS THAN 6 FT FOR MORE THAN 15 MINUTES) WITH THE AFFECTED PERSON WILL RECEIVE NOTIFICATION OF THAT CLOSE CONTACT WITH INSTRUCTIONS OF NEXT STEPS. [CLICK HERE TO SEE SAMPLE LETTER](#)**