



COVID-19 Incident Response Protocol

January 2021

This protocol is initiated when an individual who has been on campus receives a positive diagnosis or when someone shows symptoms while on campus. The COVID-19 response team is assembled and this template is used to guide discussion and response. Thorough notes should be made at each step.

Meeting Date and Location:
Response Team members present:
Name and grade level of affected individual(s):
Step 1: Isolate and Investigate
<ul style="list-style-type: none">● If on campus, then isolate individual, send home, initiate testing● Details of initial report/referral:● Details of exposure for individual and/or household<ul style="list-style-type: none">○ Are there symptoms?○ Has there been testing?○ Has the individual been in contact with anyone who was ill?○ Has the individual traveled recently?● <i>Anyone with exposure to a known positive to remain at home for 14-day isolation</i>
Step 2: Trace Contacts
<ul style="list-style-type: none">● If the individual in question turns out to be positive, then who else on campus may have been exposed since the positive individual's initial exposure?<ul style="list-style-type: none">○ Siblings?○ Grade level peers?○ Close friends?○ Other students?○ ASA peers?○ Bus peers?○ Torpedoes? Tennis?○ Other student groups?○ Faculty/staff members○ Other adults?● How diligent have these various groups been with H&S protocols?<ul style="list-style-type: none">○ Interview faculty/staff and possibly students to determine this.
Step 3: Consult
<ul style="list-style-type: none">● Consult CDC and possibly other medical authorities for guidance

Step 4: Respond

- Based on the above, how widespread is the risk of exposure?
 - Based on recommendations from CDC and ZNPHI, confirm a positive test result before closing down sections or the whole school.
- Individuals who have had close contact with a positive case should quarantine for 14 days.
- Depending on circumstances, affected areas may need to be closed for cleaning (e.g. classrooms, buses, offices)

Step 5: Communicate

- After decisions have been made, communicate quickly:
 - Board
 - Faculty and staff
 - Students
 - Parents
- Clarify what steps, if any, will be taken immediately and when or under what circumstances additional steps may be taken
- Specify when the next communication will occur

Step 6: Review and Evaluate

- Schedule follow up communication with affected individuals
- Schedule update/review meeting with response team
 - Are any changes to current response necessary?
- Schedule After Action Review (AAR) within two weeks

Summary Points from current AISL Health Guidelines:

- Confirmed COVID-19 case
 - Return to campus after 14 days and a doctor's note
- Close contact with a confirmed COVID-19 case
 - Return to campus after 14 days from initial contact
- Symptomatic/suspected case of COVID-19
 - Return to campus 48 hours after the end of symptoms and a doctor's note
- Close contact with a suspected case of COVID-19
 - Quarantine required only if symptoms develop
- International travel by someone in household
 - Quarantine for 7 days with a negative result from a test taken on Day 5-7
 - Quarantine for 14 days with no testing