

# DCPS COVID-19 Response Protocol

Understanding the Role everyone plays in confidentially reporting and determining communications

## Stage 1: Possible Exposure or Confirmed Case Discovery and Reporting

### Principal Role:

1. Ensure Principal, AP, DSL/MSL or Incident Response Tool (IRT) Point of Contact (POC) submits an incident report ASAP
2. Alert Instructional Superintendent (IS)
3. Instruct Close Contacts of a positive case to begin quarantine
4. Check on Suspected Cases and Update in IRT if it becomes Confirmed

### If individual presents with symptoms while in the building:

1. If individual presents emergency warning signs, call 911 immediately
2. If it is a non-emergency, Instruct individual to go home, isolate immediately, and seek guidance from a healthcare provider
3. Instruct individual NOT to report to school while awaiting test results

### If individual shares they are awaiting test results or have tested positive:

1. Instruct them to, stay home, isolate, and seek guidance from a healthcare provider
2. Instruct them NOT to report to school while awaiting test results
3. If individual is identified by DC Health as a Close Contact and is instructed to quarantine **remind them not to end quarantine early**

### Outcomes:

1. Principal collects Close Contact list from the confirmed case
2. A Close Contact is defined as, "someone who **was within 6 ft of an infected person for a cumulative total of 15 minutes or more** over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated."

## Stage 2: Investigation and Mitigation (Immediate) Investigation Results, Recommendations, Information Sharing (Forthcoming)

### Student Health Services Role:

1. Submits confirmed case and potential Close Contact List to DC Health and continues to support information gathering throughout process
2. DC Health shares results and recommendations from investigation with Student Health Services team
3. DC Health instructs or confirms which, if any, Close Contacts should self- quarantine

### Operations Role:

1. Based on DC Health's recommendation, confirm if the Close Contact list impacts the building's ability to remain open
2. Determine if a deep cleaning or third-party cleaning is needed
3. Schedule third party cleaning, if necessary

### Outcomes:

1. Immediate health safety and operational support identifying next steps
2. Central office leadership teams notified, if needed

## Stage 3: Conclusions, Communications, and Outcome Sharing (Resolution)

### Communications Role:

1. Determine, with information gathered and provided by DC Health, Student Health Services, and Operations, if an approved communication is necessary
2. Draft and share final approved communication with Principal, AP, and Instructional Superintendent for distribution
3. Principal sends letter to:
  1. School Staff
  2. (If applicable) School partners, vendors, or contractors who may have also been, or are scheduled to be on site
4. Operations Communications teams sends letter to parents and families via Blackboard (Only in cases where students and families are impacted)

### Outcomes:

1. Communication is provided to school community, staff, and/or relevant Close Contacts, if determined necessary by DC Health
2. DCPS has a record of transparent communication regarding COVID-19