

# COVID-19 Schools Response Team Roles



Roles can be adapted to fit within existing duties as needed.

## Building COVID-19 Coordinator(s)

- Disseminates new COVID-19 procedures and information to staff/students/families of school.
- Reports COVID-19 cases and close contacts to the District COVID-19 Coordinator.
- Works with School COVID-19 Response Team to oversee school response to COVID-19 cases.

## District COVID-19 Coordinator(s)

- Distribute communication and procedures to the Building COVID-19 Coordinator.
- Serves as liaison to Northeast Tri County Health District COVID-19 Community Response Team.
- Compiles and updates list of all district confirmed cases and close contacts.

## Northeast Tri County Health District COVID-19 Community Response Team

- Appoint a liaison to serve as key point-of-contact for District COVID-19 Coordinator regarding guidance and protocols.
- Provide guidance and tools to help schools carry out initial school-related contact tracing with students or staff with COVID-19.
- Link school districts to educational resources regarding COVID-19 mitigation and best practices.
- Provide case investigation with students or staff diagnosed with COVID-19.

# Process Map COVID-19 Contact Tracing and Reporting in Schools



Northeast Tri County  
Health District COVID-19  
Community Response Team

Building COVID-19  
Coordinator(s)

District COVID-19 Coordinator(s)

Staff or student receives positive COVID-19 result and notifies school

Compile list of close contacts. Work with school staff to notify contacts in coordination with District. Building COVID-19 Coordinator forwards the contact list to the District Coordinator.

District Coordinator maintains and routinely updates list of case and close contacts.

District Coordinator will fax confirmed COVID-19 cases to NETCHD. Fax to: 509-684-9878.

NETCHD conducts case investigation with confirmed COVID-19 case. Ongoing communication with District COVID-19 Coordinator.

Staff or student exhibiting signs/symptoms of COVID-19 at school

Contact family for student pick-up. Send staff home. Call 911 if symptoms are severe.

Direct student's family or staff member to contact their medical provider for COVID-19 testing.

Building COVID-19 Coordinator works with the School COVID-19 Response Team to enact all safety and infection control protocols. Update and send suspected case list to District Coordinator if tracking.

Staff or student informs school of Covid-19 test

Find out why staff/student was tested. Were they:

- Contact of positive case
- Symptomatic
- Other (pre-procedure, random, required... etc.)

Find out test result: positive, negative, or inconclusive. Treat inconclusive result as positive case.

Refer to Northeast Tri County Health District Schools COVID-19 Response Toolkit for return to school protocol.