



Catholic Schools

COVID-19 CASE PROTOCOL

The Office of Catholic Schools' **Infection Protocol Guide** details the steps required of school administrators if and when a member of the school community is symptomatic, awaiting a diagnosis, has been in close contact with someone diagnosed with COVID-19 or is confirmed to have contracted COVID-19. Below are the essential steps of the protocol. **Note: The effectiveness of these protocols requires complete cooperation from all members of the school community including families.**

STEP 1: To enable effective contact tracing, principals must submit an Infection Protocol Form for each positive, presumptive positive or close contact case involving students, faculty, staff and volunteers (see case definitions below). A central support team with knowledge of safety and health protocols will assist principals and recommend immediate action including a student/staff quarantine or removal from a classroom cohort.

STEP 2: Incident reports are reviewed and prioritized for action by an investigative intake team, which assigns the case to an Archdiocesan Case Handler.

STEP 3: The Case Handler contacts the principal and gathers further contact information. If investigation warrants that additional individuals within a cohort or school must take action, the principal will be advised and communications to parents and school community will be issued.

STEP 4: The case is monitored and tracked through to case closure so that additional guidance can be issued to families of cohorts and the school community, if necessary.

The archdiocese continually reviews infection rates, positivity rates, isolation practices, updated health department guidelines etc. and consults with local health departments.

Case Definitions:

- **Positive case:** Positive test result
- **Presumptive positive:** Patient is symptomatic, doctor diagnoses as presumptive positive even without a test.
- **Close contact with a positive:** Anyone (with or without a face covering) who was within six feet of a confirmed case of COVID-19 (with or without a face covering) for at least 15 minutes. The period of close contact begins two calendar days before the onset of symptoms (for a symptomatic person) or two calendar days before the positive sample was obtained (for an asymptomatic person). Close contacts are required to remain in quarantine at home for 14 calendar days starting with the last day of contact with the confirmed case.

Principal submits
Infection Protocol
Form



Intake Team assigns
an Archdiocesan Case
Handler



Case Handler gathers
info for contact
tracing; reports to
local health authorities



Case is monitored
through to closure