



**BASS LAKE JOINT UNION
ELEMENTARY SCHOOL
DISTRICT**



“Every Child...a Promise”

40096 Indian Springs Road

Oakhurst, CA 93644

(559) 642-1555

www.basslakeschooldistrict.com

PROCESS FOR CONDUCTING CONTACT INVESTIGATIONS

(Developed in conjunction with the Madera County Department of Public Health, Madera County Superintendent of Schools, and the Madera County Schools Reopening Task Force; June 2020)

(Revised: 6.18.2020)

Development of defined plan for identifying close contacts that need quarantining for any cases or suspected COVID-19 cases.

If a student or staff member notifies the school or department of public health that they have tested positive for COVID-19, or if a student/staff member develops COVID symptoms and is awaiting testing (or refuses testing), an investigation to determine all close contacts will be carried out as follows:

PHASE 1: CASE/CONTACT INVESTIGATION (to be carried out within 24 hours, and preferably PRIOR to the next school day)

- The Department of Public Health will determine the time of onset of symptoms for the person diagnosed with COVID-19. Contact investigation will be carried out beginning at a time 18 hours prior to the onset of symptoms for the case. If the case is asymptomatic and is found to be COVID-19 positive by testing only, contact investigation will be carried out beginning 48 hr prior to the time of the COVID-19 test that was positive.
- After the Department of Public Health has determined the time/date for which contact investigation should start, the school will:
- Create a list of locations where the case was present from the investigation start time through the case's last time/date they were present at the school (including rooms, playgrounds, cafeterias, school bus trips);
 - Create a list of persons who were also in the same buildings/locations when the case was present;
 - Determine to the extent possible, a list of those who were present in the same location who were within six feet distance of the case for more than ten minutes duration;
 - The Department of Public Health will:

- Carry out a case investigation with the case/parent to determine close contacts outside of the school;
- Review with the student/parent the list of locations determined by the school to check if the student recalls other locations/exposures.

PHASE 2: QUARANTINING OF STUDENTS/STAFF:

- The Department of Public Health will review the contact investigation of the school/case interview to determine which students/staff need to be quarantined. All contacts at the school that need to be quarantined will be shared with the school administration.
- If students who need to be quarantined are currently in school, if their contact with the case began >48 hours previously (the incubation period to become infectious) these students/staff should stay in a location where others will not be potentially exposed until it is possible for the students/staff to return home.
- If students were exposed to the case <48 hours ago and they have no COVID-19 symptoms, they should leave school at the end of the day for quarantine.
- Students/staff in quarantine will be given instructions for quarantine by the Department of Public Health. They will contact the Department of Public Health during quarantine for any new symptoms or questions regarding their quarantine.

Example Contact Investigation Form:

Date	Time	Location	Students Present	Students with Close Contact	Other information
3/20/2020	10:45am	Room 10	Robert	Robert	Close contact during classroom activity
			Sara		
			Julie	Julie	
			Vanessa		