REPORTING CASES OF COVID-19

PROTOCOLS & PROCEDURES

In preparation for the reopening of schools for in-person learning, Shelby County Schools (SCS) has implemented extensive procedures to address positive cases of COVID-19. This process includes investigating schools and mitigating a plan of action to protect students and employees. SCS follows all appropriate protocols for reporting cases based on Shelby County Health Department (SCHD) guidance.

SELF REPORTING FOR FAMILIES/STAFF

Parent/guardian or employee self-reports positive case to the school principal/site administrator.

Principal/site admin. notifies the SCS Contact Tracing team to initiate in-school contact tracing.

SCS Contact Tracing team reports the case to the SCHD to implement mitigation strategies.

SCHD NOTIFIES SCS OF A CONFIRMED CASE

SCHD notifies the SCS Contact Tracing team of a confirmed case.

SCS Contact Tracing team notifies principal/site admin. of confirmed case.

Principal/site admin. initiates in-school/site contact tracing and implements mitigation strategies.

To report a case or ask questions about contact tracing, parents should contact their child's school during regular hours.
EMPLOYEES should notify their immediate supervisor and the District's contact tracing team at 416-1730 or by email at scsselfreport@scsk12.org.

CONTACT TRACING

The investigative process includes reviewing the student's schedule, determining whether the student rode the school bus and participates in athletics or extracurricular activities, and confirming if there are any members of the household at other District schools/facilities.

MITIGATION STRATEGIES

- The school building/facility will be sanitized thoroughly following CDC and SCHD requirements.
- Anyone at the school or location recognized as being in close contact with individuals who tested positive for COVID-19 will be contacted directly by the school principal or designee.
- The principal or designee will also inform the school community, including parents and employees, whenever there is a positive case.

CRITERIA FOR SCHOOL CLOSURES

The health and safety of individuals in the school building are essential. The decision to close a school is based on the local health authorities' guidelines, recommendations, and District safety protocols, which will be made individually. These decisions are made with care, involve investigation/data gathering, and may not be the same for every school. A determination will be made on an individual school-by-school basis due to various factors that can affect the concluding decision. Below are some factors to consider, but are not limited to:

- Number of positive COVID-19 cases of student and staff
- Possible exposure to other students and employees identified through contact tracing
- Capability to sanitize the school-site prior to the return of students and staff
- Cases that are linked within the same school