

When parent/student or staff member reports they tested positive for COVID-19:

- 1) Contact tracing team member collects information from the individual reporting the positive case using the *ACPS Worksheet – Positive Case*.
- 2) Request an electronic copy of the test result be sent to school designee.
- 3) If positive case is an employee, direct them to report using Positive Case link on district website.
- 4) If positive case is a student, report to Nursing Services using the established Microsoft Forms link.

STOP until the case is confirmed.

5) Case is confirmed by verifying documentation of lab results (PCR or Antigen test for COVID-19 indicating positive or detected). If no documentation is provided, nursing supervisor will attempt to confirm through collaboration with SCDHEC.

6) After case is confirmed, school team completes contact tracing (identification of close contacts) in accordance with current published *SC DHEC COVID-19 guidance for K-12 Schools*.

Notification of close contacts requiring exclusion for quarantine will occur after the case is confirmed and the contact tracing investigation is complete.

7) Contact Tracing Team will notify close contacts using the provided call scripts and letter templates.

8) School Contact tracing team will list names of close contacts excluded for quarantine on Quarantine Master File for tracking purposes.