

Qualtrics Protocol for Staff

1. Staff are expected to complete daily Qualtrics attestation—even if you plan to stay home ill or work from home
2. Human Resources and District Nurse will monitor Qualtrics daily for failed attestations
 - a. If a staff member fails Qualtrics attestation, Human Resources or District Nurse will contact staff member to follow-up regarding symptoms
3. If staff member fails Qualtrics attestation, staff member is to contact/email COVID Supervisor:
 - a. request coverage if needed
 - b. inform absence from work if appropriate
 - c. If using AESOP, put in for a sub
4. COVID supervisor contacts Human Resources or District Nurse to inform of ill staff member
5. Human Resources will collaborate with District Nurse to determine staff member's OK to return to work date following [Snohomish Health District Guidelines](#)
6. Human Resources or District Nurse will contact staff member to provide him/her with an OK to return to work date
7. Human Resources or District Nurse will tell staff member's COVID Supervisor staff member's OK to return to work date

Contact Investigation, Contact Tracing, and Quarantine of Close Contacts of Confirmed COVID-19 Cases

Schools can play an important role to identify close contacts and communicate with parents and guardians.

When a school learns of a confirmed case of COVID-19 on the school premises, they should:

1. Supervisor will notify Executive Director of Human Resources
2. Executive Director will notify Human Resources Officer and District Nurse
3. Executive Director of Human Resources, Human Resources Officer, and District Nurse will work with Supervisor of confirmed staff member to conduct internal contact tracing
4. Supervisor will contact staff who is confirmed case and document conversation on Contact Tracing Questions for Supervisor
5. Supervisor will email completed Contact Tracing Questions for Supervisor document to Executive Director of Human Resources
6. Executive Director of Human Resources, Human Resources Officer, and District Nurse will contact close contacts to inform them of exposure and the need to quarantine for 14 days since the last day of contact with confirmed case
7. District Nurse will notify Snohomish Health District of the case
 - a. Call 425-339-5278
 - b. Send email to schools@snohd.org
 - c. Complete [Contact Tracing Template from Snohomish Health District](#)
8. Under the Direction of Snohomish Health District, District Nurse will work with Executive Director of Human Resources, Human Resources Officer, building nurse, building secretary, and building administrator/supervisor to conduct further contact tracing if needed
9. Affected building will follow the directives from the Snohomish Health District, which may require the quarantine of additional students and staff
10. Affected building may be required by Snohomish Health District to provide school-based close contacts of the case.
 - a. This includes contacts around the case from 2 days before symptoms started (or date of positive test if asymptomatic) until the time the case was no longer in school.
 - b. Close contacts are defined as persons who were within six feet of the confirmed case for at least 15 minutes and would include siblings at the same school, those in the same cohort, and those sitting close to the student on the bus.
11. Snohomish Health District will advise close contacts, but the school should communicate to close contacts and advise them to self-monitor and quarantine for 14 days from the last exposure. Schools may use the following DOH guidance: What to do if you were potentially exposed to someone with confirmed coronavirus disease (COVID- 19).