

# Health Services COVID-19 Case Management Flowsheet:

Call/email received from School Leader/School Nurse/BPS department head

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## Health Services will:

Gather information -see COVID 19 Intake Form

Information can be obtained in a variety of ways: from caller, from individual who tested + (or parent of individual) who tested +)

- Name, DOB, Address, Phone #, BPS #, Last date in school, symptoms, date of onset of symptoms, date tested, date of results, possible close contacts, room information

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## Health Services will:

Call BPHC Infectious Disease

Identify self, role and reason for calling: "I have student/staff who tested + for COVID-19"

Provide information from intake form:

- Name, DOB, Address, Phone, date of test, date of results, symptoms and date of onset
- Last time individual was in building
- Staff/students who may be considered as close contacts: Provide details- how close & for how long? Include all potential close contacts- classroom, bus/carpool?

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## BPHC will:

Determine who are close contacts to COVID+ individual

- More information may need to be gathered in consultation with others at BPHC

Request any additional clarifying information

- If so, contact principal, school nurse, COVID+ individual for this information
- Provide information to BPHC contact person

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## Health Services will:

Contact Building Leader and share guidance from BPHC

- COVID+ must remain in isolation x10 days
- If close contacts were substantiated OR if there were no close contacts
- Recommend that building leader contact Assistant Superintendent
- Discuss plan for who will share information with close contacts (case specific)
- Advise school leader to have any COVID+ OR identified close contact staff to email OHC

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## Health Services will:

Contact Communications Department

- Communications will generate letter to school community
- Letters will be generated in all languages of the school community
- School leader will review letter; once reviewed & approved, will send out letter to school community

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## Health Services will:

Contact Facilities Department

- Provide name of school & individual's last date in building. Facilities will coordinate with school leader
- Facilities will determine cleaning regimen based on dates of exposure (when COVID+ individual was last in building)
- Document all relevant information to report to DESE
- Final review with School Leader & School Nurse

ALL QUESTIONS/CONCERNS MUST BE ELEVATED TO  
HEALTH SERVICES COVID RESPONSE NURSE