



COVID-19 Tracking Tool

Purpose:

The COVID-19 Tracking Tool provides an approach for school nurses to document the number of students and staff identified with COVID-19 symptoms at school and report to the designated local health department, school building/system leadership, and health services director/supervisor.

Instructions:

Use this sample COVID-19 Tracking Tool to create a personalized tool to trace students and staff identified with COVID-19 like symptoms at school. You may add or delete tracking criteria based on recommendations from your designated local public health and school system leadership to meet your needs.

Documentation:

Follow approved school/district documentation policies and practices for student health records and maintaining confidentiality and student privacy. Collect aggregate student data daily, weekly, monthly, and prepare an annual summary report.

Insert School
Logo Here

Sample COVID-19 Tracking Tool

Name of Student	Name of Staff	Date Sent Home	Symptoms Present	Date of Symptom Onset	Date Designated Health Dept. Notified	Date of Evaluation	Date Returned to School	Comments (Notified of +/- test by whom & type of test: PCR, Antibody,...)
Sean Vazirani		10 /12 /20	FVRCH, ST, C	10/12/20	10/12/20	10/13/20	10 / 22 / 20	P/G, + PCR test
	J. Washington	10/12/20	C,FTG,HA	10/12/20	10/12/20	10/14/20	10/26/20	DPH, + PCR
Jane Smith		10/13/2020	CRN, FVRCH, ST	10/13/20	10/13/20	10/16/20	10/19/20	P/G, + Strep
Booker Jones		10/15/20	MBA,NV,D	10/15/20	10/15/20	10/15/20	10/19/20	P/G, - PCR
Araceli Lopez		10/16/20	FVRCH, HA	10/16/20	10/19/20	10/17/20	10/26/20	P/G, + PCR

Abbreviations for Symptoms of COVID			
Congestion/Runny Nose	CRN	Cough	C
Diarrhea	D	Difficulty breathing	FTG
Fatigue	FTG	Fever/chills	FVRCH
Headache	HA	Loss of taste/smell	LTS
Muscle/body ache	MBA	Nausea/vomiting	NV
Sore throat	ST		

Abbreviations for Notified of COVID-19 Test +/- and by Whom	
Designated Public Health Authority	DPH
Other	Fill in as indicated
Parent/Guardian	P/G