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.
# COVID-19 Tracking Tool

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

**Abbreviations for Symptoms of COVID**

- Fever/Chills: FVRCH
- Cough: C
- Difficulty Breathing: DB
- Fatigue: FTG
- Congestion/Runny Nose: CRN
- Sore Throat: ST
- Headache: HA
- Muscle/Body Ache: MBA
- Loss of Taste/Smell: LTS
- Nausea/Vomiting: NV
- Diarrhea: D

**Abbreviations for Notified of COVID-19 Test +/- and by Whom**

- Designated Public Health Authority: DPH
- Other: Fill in as indicated
- Parent/Guardian: P/G