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**Classroom Contact Tracing Data Collection Form**

Contact Tracing Data Collection Process(for use during times of high COVID-19 transmission)

1. Staff members may be asked to complete the tool or the tool may be used to interview staff members.
2. It is designed to contribute data points to the decision-making process of evaluating the scope of a quarantine/isolation. Details and notes are helpful for ensuring sound decision-making. This checklist is not meant to be a critical assessment of classroom practice and will not be used as such. Rather, it will be used to assess the transmission risk at a specific space and time. Therefore, as an essential data collection tool, complete candor is essential for safe decision making.
3. A nurse, administrator or LPHA designee will interview the teacher and relevant students for any necessary clarification.
4. The LPHA, possibly in collaboration with a school nurse will determine the scope of isolation/quarantine. Confidentiality is a critical component of this process.

Use of this data is for LPHA or trained contract tracers.

Person being interviewed:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date for interview observations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Masks are worn correctly?* Over nose
* below the chin,
* tight on the side
 | * Mask worn by all
* Masks worn only by unvaccinated
	+ Based on documentation of vaccine status
	+ Based on self report
* IF masks are worn did anyone struggle to comply?
* Is anyone wearing face shield instead of masks
 |  |
| --- | --- | --- |
| Set up of classroom | * Markings on floor
* Seating 6 feet apart
* Seating 3 feet apart
* Less than 3 feet apart
 |  |
| Activity in classroom | * Typical pre-pandemic movement in classroom - describe
* Students say in pods or consistent small groups in classroom
* Limited walking around in the classroom
* Group activities - such as Go Noodle
 |  |
| Spacing in class room*3 foot spacing is relevant if masks are consistently correctly worn and LPHA allows for 3 feet distancing* | * All students maintained consistent physical distancing of 3 feet from others, except for brief contact
* Pods of students were consistently at least 3 feet from other pods
 |  |
| Teachers activities in the classroom | * Describe day
* What students did you work with individually
* Vaccination status-f/u instructions
 |  |
| Distancing -classroom prompts | * Describe mitigation strategies in the classroom
* Markings present on the floor to designate spacing
* All Student face in one direction
* Students face each other in some cases
 |  |
| Bathroom* No trips to the bathroom
 | * Trip to the bathroom less than 5 mins
* Supervised bathroom trips
* No mixing of cohorts for going to the bathroom
* Unrestricted/unmonitored access to bathroom
 |  |
| Lunch* Lunch not served
 | * Seating facing
	+ Facing one direction
	+ Multiple directions
* Seated by classroom cohorts? If so distance between other cohorts
* Seating chart maintained for lunch
* Seating at least 3 feet apart
* Seating 6 feet apart
* Open seating - eat where you want.
 |  |
| Passing Periods | * One way traffic
* Supervise to assure movement and non-gatherings.
 |  |
| Recess* No recess
 | * Single cohort in designated space
* Mixing of cohorts
* Masks on yes or no
* Outdoors
* Indoors - rainy day
* Other mitigation
 |  |
| Ventilation | * What is known about ventilation in this classroom?
* Window open Yes No Sometimes
* Doors open
	+ To outside
	+ To interior all
	+ All the time
	+ Some of the time
 |  |
| Vocalization | * Limited talking - taking turns
* Typical pre- pandemic talking
* Group discussion
* Noise volume in the classroom increased
* Singing/Shouting
* Widespread socializing
 |  |
| Contact Tracing Data | * Is there a log of who visited classroom
* Does log track students left classroom
 |  |
| Educational activities outside classroom  | * Other learning spaces visited - library, music room or gym?
* Were other cohorts present at the same time?
* Did class join with another class for shared learning or activity?
 |  |
| Concerns  | * Concerns about missed opportunities to support mitigation?
* Concerns about students who struggle with mitigation?
* Any concerns about ill students if so explain
 |  |
|  Attendance | * Is attendance accurate?
* Is attendance updated with late arrivals and early departures
* Get copy of attendance for days in question
 |  |
| **SYSTEM** | * Notification to when to stay home & return
* When was notification most recently sent when?
 |  |
|  | * Compliance monitoring
	+ Do Admin or others have in place a system for monitoring compliance with COVID protocols?
 |  |

Transportation -

Verify if identified COVID positive student/s rides bus or carpools to school.