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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.