



**INTER-OFFICE
CORRESPONDENCE**

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TO: All Staff
FROM: Daniel J. Hoying, General Counsel
Sarah Trimble Oliver, Chief Strategy Officer
Cynthia Eghbalnia, Environmental Safety and Health
DATE: August 28, 2020
RE: **Reporting Process for Confirmed COVID Cases**

This memorandum responds to numerous questions received this week about the District's process for responding to confirmed COVID cases in the building. We spent many hours this summer developing a Confirmed Case Protocol, and we want all staff to be very familiar with our process for responding to COVID cases. I encourage you to review these processes, so everyone becomes familiar with the information that we will be sharing in the event of a confirmed case.

I attach the following document: Confirmed Case Protocol

This document, along with other key supervisory and employee instructions, are also available on the CPS COVID Employee page -- <https://mypcs.cps-k12.org/employee-resources/employee-covid-19-information>. You should check this site regularly as the information on the page changes rapidly.

We developed these procedures so that employees and families would know what to expect from us in terms of communications and information. We are striving to be transparent about our decision-making process and procedure for sharing information about confirmed cases in the schools and our other buildings. During the spring and summer, we spent a lot of time and resources debating what information should be reported and not – and we want to avoid causing any unnecessary confusion or alarm.

Accordingly, after almost six months of experience with reporting COVID cases, we think the process attached provide appropriate information and notice that is needed by employees and families. Here are some key points:

- (1) The District will monitor / report / communicate with employees and families about all confirmed cases. If you become aware of a suspected or possible case, you can help the EHS and Safety team to confirm whether (a) the case is confirmed, and (b) whether the affected individual has been in a CPS school or building within the past seven days.
- (2) We have template letters that we use to communicate all confirmed cases. During the initial period of remote instruction, we will communicate to all staff members in the building. When we return to in-person instruction, we will communicate confirmed cases to all staff and families. Any available method may be used to communicate this information – robocalls, email, or letters sent home with students in backpacks.
- (3) A confirmed case will also kick off a process of contact tracing, whether there are any individuals who were in "close contact" with the affected individual. **"Close contact," per**

CDC guidelines, is someone who was within six feet of the affected individual for a sustained period of 15 minutes. We have a template letter for "close contact" to advise the individual to follow the CDC guidance of quarantining for 14 days, in addition to following any other guidance provided by the local health department. If we are following our safety precautions by maintaining 6' social distancing, we would expect few or no individuals identified as close contacts.

- (4) For all confirmed cases, the District will monitor and record the case, clean and sanitize affected areas, and communicate to all persons (staff or students) who may have come into close contact with the affected person. Consistent with CDC guidelines, we will also consider whether a short (2-5 day) closure is appropriate. The scope of the closure can vary depending on the exposure of the affected individual. For example, if we determine that the individual was only exposed to a classroom or wing of the building, we will consider only closing that classroom or wing. The Environmental Health and Safety (EHS) in coordination with local health department and other local health partners will make the determination about the appropriate scope and duration of the closure.

I urge you to become familiar with the processes that we have developed in the attached document.