Close Contact Checklist for Schools

Use this sheet as a guide to identify close contacts of a student or staff member who has tested positive for COVID-19. Once a contact has been identified, log the student or staff member on the tracking sheet.

A close contact is anyone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or for cases without symptoms, 2 days before the test was taken) until the time the patient is isolated.

- Close contacts with no symptoms should self-quarantine at home for 14 days from their last potential exposure and should be referred for testing.
- Testing is recommended for all close contacts of confirmed or probable COVID-19 patients. A map of testing sites is available here: https://www.coronavirus.in.gov/2524.htm.
- All close contacts who have symptoms of COVID-19 should self-isolate at home, contact their healthcare provider and be tested as soon as possible.

Positive Case Name: ____________________________ Last day at school: ____________

☐ Which students were a close contact in the classroom, including specials?

☐ Which students were a close contact on school transportation?

☐ Which students were a close contact in the cafeteria?

☐ Which students were a close contact at recess?

☐ Which students were a close contact in an extracurricular activity?

☐ Which faculty or staff (including administrators, coaches, custodians, volunteers) had close contact with the student?

☐ Does the student have siblings? Do siblings attend other schools?

☐ Which students were a close contact in before and after school care?

☐ If the case is a faculty or staff member, what students or other adults had contact with the case?