Stop the Spread: How to Maximize Your School’s COVID-19 Contact Tracing Efforts

L2R Learning Network! Kick-Off Virtual Event

November 17, 2021
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<tr>
<th>Time</th>
<th>Topic</th>
<th>Speaker(s)</th>
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<tbody>
<tr>
<td>1:00 – 1:10pm</td>
<td>Welcome</td>
<td>Sarah Sutton, Director of School Programs, Health Commons Project</td>
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<tr>
<td>1:10 – 1:20pm</td>
<td>New DOH Resource</td>
<td>Hillary Hunt, Outbreak Coordination Epidemiologist, Department of Health</td>
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<tr>
<td>1:20 – 1:50pm</td>
<td>Learning Session: Contact Tracing in Schools</td>
<td>Chase Willett, Health Commons Project</td>
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<td>Case Study: Spokane Public Schools</td>
<td>Meredith Clarke, Health Services Coordinator, Spokane Public Schools</td>
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<td>1:50 – 2:15pm</td>
<td>Breakout Sessions</td>
<td>Your ESD Regional Testing Coordinators (Facilitator)</td>
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<td>2:15 – 2:28pm</td>
<td>Questions &amp; Answers</td>
<td>Sarah Sutton</td>
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<td>2:28 – 2:30pm</td>
<td>Closing &amp; Next Steps</td>
<td>Sarah Sutton</td>
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Welcome to the L2R Learning Network Event!

• Please note that everyone except the speakers and facilitators will be muted.

• Please use the chat to ask questions.

• Only school staff will participate in the breakout sessions, which will be organized by ESD region. Your ESD Regional Testing Coordinator or a L2R Team Member will facilitate your breakout session.

• This event will be recorded and shared with participants after the event along with the presentation slides. These resources will also be posted on the Learn to Return website (www.learntoreturn.org).

Thank you for your participation!
• The L2R Learning Network is…
  – A platform for Washington schools to work together, learn together, and accelerate access to COVID-19 services in their school communities.
  – A resource for those leading COVID-19 response programs for school communities.

• All Washington schools are welcome to engage with the Learning Network, not just those enrolled in the L2R program.

• Thank you for your commitment and hard work to keep our students, teachers, and staff safe and healthy during in-person learning!
Announcing L2R Impact Fund

- L2R is excited to announce a new fund to support COVID-19 programming for schools, community-based organizations, and local health jurisdictions!

- The L2R Impact Fund is intended to provide support for funding gaps or new ideas to increase equitable engagement in school-based K-12 COVID-19 services across WA.

- Applications involving community-based organizations or partnerships with community-based organizations are highly encouraged.

- We will follow-up soon with more information and a link for those interested to learn more!
NEW DOH RESOURCE

Hillary Hunt
Outbreak Coordination Epidemiologist
WA Department of Health
Case Investigation and Contact Tracing in Schools

• **Thank you to all school staff!** Responding to COVID-19 has presented unique challenges.

• Support coming from DOH is a response to what we hear from schools, local health jurisdictions (LHJs), and partners.

• Our goal is to help streamline processes for case investigation and contact tracing (CICT) and work in partnership with schools and LHJs to complete CICT efficiently.
Current CICT Resources for K-12 Schools

Information for Schools and Child Care can be found on the DOH’s Resources and Recommendations page.

K-12 Schools
- COVID-19 Vaccination Requirement for K-12 School Employees: Frequently Asked Questions (OSPI)
- K-12 Schools 2021-2022 Requirements (PDF)
- K-12 Schools 2021-2022 Supplemental Considerations to Mitigate COVID-19 Transmission (PDE)
- Testing in Schools

K-12 Schools Contact Tracing and Case Investigation Toolkit
- Symptom Decision Tree and Contact Tracing Checklist for K-12 Schools (PDF)
- Contact Tracing Guide and FAQ for K-12 Schools (PDF)
- Classroom Closure Letter Template (Word)
- Facility Closure Letter Template (Word)
- General Parent Guardian COVID-19 Notification Call Script Template (Word)
- General Parent Guardian COVID-19 Notification Letter Template (Word)
- Modified Quarantine (Test to Stay) Exposure Notification Letter Template (Word)
- Parent Guardian Exposure Notification Call Key Points (Word)
- School Case and Close Contact Reporting Line List Template (Excel)
- Unvaccinated Staff Exposure Notification Letter Template (Word)
- Unvaccinated Student Exposure Notification Letter Template (Word)
- Vaccinated Staff Exposure Notification Letter Template (Word)
- Vaccinated Student Exposure Notification Letter Template (Word)
CICT Support Menu

- **Menu options include:**
  - CICT Assessment
  - Contact Identification
  - Contact Notifications

- Schools may request any combination of menu options to best suit their needs
  - An initial CICT assessment can include discussion of need for contact identification and/or contact notifications

- DOH will share regular progress with schools/districts and their LHJs
  - Frequency of communication depends on the type of support that the DOH provides
CICT Support Menu – CICT Assessment

Option 1: School CICT Assessment

- Response includes a phone call to complete the assessment
- DOH provides an epidemiological review of your CICT procedures and a point of contact for your questions
- COVID-19 Contact Tracing Checklist for K-12 Schools serves as a guide

COVID-19 Contact Tracing Checklist for K–12 Schools

Use this checklist, along with the K–12 Isolation and Quarantine Decision Trees in this document and the supplemental document COVID-19 Contact Tracing Guide for K–12 Schools to conduct contact tracing for schools. For more detailed information about contact tracing, reporting cases, isolation, and quarantine, please see the K–12 Supplemental Considerations and K–12 Requirements documents.

- Contact the COVID-19 case or their parent/guardian if the case is a minor.
- Provide instructions for how long the case needs to isolate at home from school & other activities. See the COVID-19 Contact Tracing Guide for K–12 Schools for information on how long isolation should last.
- Notify your LHJ about any cases. If needed, use the School Case and Close Contact Reporting Line List Template.
Option 2: Contact Identification

- Schools/districts upload case information and relevant records for DOH to identify close contacts
  - Records may include seating charts for indoor classrooms or buses, rosters for extracurricular activities, and attendance records
- Records should focus on high priority areas or situations for contact tracing
- DOH will return a line list of close contacts to the school and LHJ after reviewing all records
CICT Support Menu – Contact Notifications

Option 3: Contact Notifications

• DOH investigators call the exposed teacher, staff, or student’s parent/guardian

• Provide next steps for contacts including whether they need to quarantine, length of quarantine, and testing recommendations based on LHJ and school district guidance

• DOH will send a report to the school and LHJ with outcomes of the notifications
Requesting Support

• **Contact your LHJ**
  - Include a point of contact for your school/district and their contact information, the number of cases in your school/district in the past 7 days, and the combination of support menu options you would like to request

• LHJ will submit a request form on behalf of the school/district
  - LHJ involvement ensures their awareness of DOH support to schools in their jurisdictions and communication of local guidance or resources
Requesting Support

• If the LHJ does not have capacity to manage requests, they can approve DOH to work with schools/districts directly

• A school/district may contact DOH directly at doh-outbreakcoord@doh.wa.gov
  
  o DOH will contact the appropriate LHJ

• Submit a support request at https://redcap.link/WASchoolCICT beginning Thursday, November 18th

Thank you! For more information, please contact doh-outbreakcoord@doh.wa.gov
Introduction

Basic Workflow

CICT Staff Leads

Best Practices

Toolkit Components
Why is CICT so important?

- We understand the why
  - Isolation & quarantine minimizes spread, sickness, and lost learning days

- Recent studies emphasize importance of efficient CICT
  - Kids as likely as adults to transmit virus
  - Vaccinated can transmit similarly to unvaccinated (in households)
  - Efficiency is integral to effective CICT
    - “Slow tracing and delayed isolation could easily increase the outbreak size by tens of folds.”
Why is CICT so important?

- **Holiday season is around the corner**
  - Travel, more indoor activity, general relaxation of safety precautions

- **Transmission spiked in same period last year before more contagious delta became the dominant strain**

- **An efficient CICT system is imperative for:**
  - Curbing spread and limiting outbreaks (keeping kids in school)
  - Managing **burn-out** for CICT staff. Protecting this team from turnover and burnout is essential.
  - Managing burn-out for school community in general
Basic Workflow

Case Investigation/Contact Elicitation

Contact Notification
CICT Staff Leads

- Monitors results databases daily for positives
- Completes intake form for each positive case
- Works with school Covid-19 Supervisors to identify contacts
- Leads daily sync meetings with Case Investigators

Case Investigation Lead

- Conducts case investigation calls with staff, parents, older students
- Assigns cases via Operational Tracker & monitors for quality
CICT Staff Leads

Contact Notification Lead

- Assigns cases via Operational Tracker & monitors for quality
- Leads daily sync meetings with Contact Notifiers
- Reports positives from contact list to Case Investigation Lead
- Trains & onboards additional contact notifiers
- Makes contact notification calls with staff, parents, older students
Best Practices: Case Investigation

- Standardize intake of positive cases across the district
  - Nurses, COVID-19 Supervisors, district CICT team enter information into centralized report and/or via standard online form

- Work closely with building COVID-19 Supervisors to narrow down close contacts based on district policies
  - Use an email template to provide info on positive cases, remind Supervisors of close contact definitions, and elicit contacts from school records (e.g., seating charts, sports rosters, etc.).

- Speak directly with coaches to investigate close contacts amongst team members during infectious period
Best Practices: Case Investigation

- Use bus seating charts (when available) to narrow down contacts

- Focus on high-priority settings: indoor eating, busses, high-contact and/or aerosol-generating sports & performing arts

- Update centralized report (Operational Tracker) daily with contacts list & hold regular syncs with contact notification lead
Best Practices: Contact Notification

- Hold daily huddles with contact notification lead & notifiers

- Review Operational Tracker for updated contacts
  - Notifiers self-assign cases & update tracker during shifts

- Use script for notification calls & update tracker
  - Aim for average call duration of 5 minutes

- Use email template to communicate additional COVID-19 information & link to resources
Best Practices: Contact Notification

- Use email, text, voicemail templates for notifications
  - Provide call-back number with local area code

- Attempt to reach up to three times (morning, afternoon, evening)

- Update end-of-day log for contacts not reached by end of shift
CICT Toolkit

- Automated intake template
- Operational Tracker template
- Quarantine decision tree
- Email, text, & voicemail templates
- Notification call scripts
Intake template

- Standardize intake information
- Populate operational tracker
- Configure alerts for CICT team
- Copy template from L2R site & connect to Operational Tracker template
# Operational Tracker

## CICT Operational Tracker:

### How to Use this Document

The purpose of the Operational Tracker is to:
- Track intake information for identified positive cases in the school district (tab 2).
- Assign cases to Case Investigators to elicit close contacts (tab 2).
- Organize list of close contacts and their information (tab 3).
- Assign close contacts to contact notification team (tab 3).
- Track cases & contacts through completion & quarantine if necessary (tabs 3-5).
- Provide templates for voicemail, email, & text notifications that contact notifiers can use (tab 6).

## Using the Case Investigation tab & Intake Form

The Case Investigation tab includes the complete list of all staff and students confirmed to have COVID-19. School building COVID-19 Supervisors and school nurses can use the COVID-19 Case Intake Form to report positive cases and provide information required for case investigation. Use the link below to copy the COVID-19 Case Intake Form template and connect this as a live form to tab 2 of your Operational Tracker. Once configured, users at different school buildings can enter information into the intake form that will populate into your Case Investigation tab for use by your CICT team.

[https://docs.google.com/forms/d/1K8L1HiH-MhnWMr1B8r55DrAT8myP42CA4MkhEyEnET_XA/edit](https://docs.google.com/forms/d/1K8L1HiH-MhnWMr1B8r55DrAT8myP42CA4MkhEyEnET_XA/edit)

When clicking the above link, you will be asked to sign into your google (gmail) account or, if already signed in, it will
Operational Tracker

The Operational Tracker is the centralized tool used by the CICT team to:

- Track intake data for positive cases in the school district
- Assign cases to Case Investigators to elicit close contacts
- Organize list of close contacts and their information
- Assign close contacts to contact notification team
- Track cases & contacts through completion & quarantine if necessary
- Provide templates for voicemail, email, & text notifications
Email, phone, & text templates

- Email template to building COVID-19 Supervisor
- Notification template (voicemail, email, template)
- Notification script (phone)
CICIT Toolkit

- Toolkit is now live on L2R website
- Contact schools@healthcommonsproject.org for questions or suggestions
- Learning Network presentations will be available on L2R site next week
Discussion points

- Experiences with Test-to-Stay
- Reporting back on test results during modified quarantine times
- Dealing with aggressive parents or guardians
- Tech resources that have benefited your programs
Acknowledgments

- Thank you to Seattle Public Schools (Kristina Hayek & team) for piloting & improving the toolkit/workflows & sharing materials.

- To Spokane Public Schools (Meredith Clarke) for consultation on case investigation best practices & sharing materials.

- To all staff going above & beyond to respond to CICT demand.

- We hope these sessions & the toolkit will benefit your work.
CASE STUDY

Meredith Clarke
Health Services Coordinator
Spokane Public Schools
CASE STUDY Maximizing Your School’s Contact Tracing Efforts

SPOKANE PUBLIC SCHOOLS (30,000+ students, 4,000 staff)

Nearly 1,000 Confirmed Cases in 2021-2022 School Year
✓ High volume: Since the start of the school year (as of Nov 11): 973 confirmed cases in buildings, 1171 staff or student exposures, 5100 quarantined
✓ Skeleton staff: 1 staff member dedicated to student contact tracing & 2-3 nurses leading staff contact tracing (in addition to their full-time jobs)

Team Consistency Has Been Crucial
✓ Training is essential to help people internalize the process and understand the complexity
✓ Approaching case investigation as a team within each building – nurses and administrators are working closely together to identify cases

Streamlined Tools and Workflow
✓ Have conducted several rounds of quality improvement on their process to make it more efficient
✓ Using a “live” master spreadsheet to keep track of all the data for contact tracers, including date of exposure and quarantine dates

Piloting Test to Stay
✓ Currently working through how to adapt their process for this new strategy

Tip!
Continue to emphasize that keeping students and staff safe is everyone’s #1 priority when communicating with families. Identifying and quarantining cases as soon as possible helps protect other students and staff.
FACILITATION QUESTIONS FOR THE BREAKOUT DISCUSSION

• What were your thoughts on the presentations today? Any reactions or questions that you’d like to talk through?
  
  • Are there any solutions that your school or school district have come up with for contact tracing that you’ve found to be helpful?

• Are any of you using Test to Stay in your school? How is it going?
  
  • How Test to Stay changed your contact tracing procedures?
Questions & Answers
THANK YOU!