

Human Resources

HR Manager notifies employee and supervisor when cleared to return to in-person work.

Follow Up Steps for Student Contact Tracing

Health Services

- Coordinator will assign a school nurse to begin contact tracing support work.
- School nurse will contact student's parent/guardian to get contact tracing information.
- School nurse will consult with coordinator to determine if SCPH consult warranted.
- Coordinator or school nurse will contact SCPH if indicated for guidance.

- No Actions Recommended:
 - If no actions are recommended, Health Services will inform family and principal.

- Positive Case:
 - SCPH notified if not already done.
 - Health Services notifies executive leadership if a positive case exposure occurs on TRUSD site.
 - HR notifies labor partner of any positive case exposure on TRUSD site.
 - Health Services will consult with SCPH and executive leadership to determine next steps, including any need for others to quarantine, or potential class or school closures.
*see attached

- Quarantine or Isolation:
 - The student's parent/guardian will be called by school nurse to review applicable CDC/SCPH guidance.
 - Site principal will be notified by HR and Health Services in writing through the dedicated COVID report email of guidance with follow-up instructions.

- Follow-up:
 - Health Services tracks dates for return to work and follows up with staff as needed.
 - Health Services notifies the site principal when student cleared to return to school.

Communication Protocol

Twin Rivers will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

- If a positive case is confirmed, Twin Rivers applies contact tracing and all families will be immediately notified, along with public health officials
- Confidentiality is maintained in accordance with state and federal privacy laws
- All staff members or students will be informed not to return to work and should maintain home isolation until the following has occurred:
 - 3 days with no fever
 - Symptoms have improved
 - It has been 10 days since the symptoms first appeared

[Sacramento Public Health Contact Tracing Protocol Recommendations Link](#)

Disinfection Actions

- Areas of potential infection are not used until thoroughly cleaned.
- When possible, custodians will wait 24 hours before cleaning to reduce the risk of exposure.
- Students and staff may be asked to learn or work remotely to prevent transmission.