



## **Important Terms and their meaning:**

- “Close Contact” - defined by CDC as someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated.
- “Isolation” - means the separation of a person or group of people known or reasonably believed to be *infected with a communicable disease and potentially infectious* from those who are not infected to prevent spread of the communicable disease.
- “Quarantine” - for our purposes means the separation of a person or group of people reasonably believed to have been *exposed by close contact to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.
- “COVID-19 Positive” - individuals who have been tested and received a positive test result from an FDA approved SARS-CoV-2 RNA test.
- “Incubation Period” - the period between exposure to COVID-19 and the appearance of the first symptoms.

## **Notification Protocol**

International School of Louisiana (ISL) will notify parents when someone within their student’s class has been confirmed positive for COVID-19. If they were in close contact with other staff or students within the school, ISL would notify them, as well.

Maintaining transparency within our community is essential. In order to keep our ISL community informed, a dashboard with school-wide data will be updated daily. Updates will be posted Monday through Friday, 11:00AM. Click [here](#) to be directed to the ISL COVID-19 Dashboard.

Below you will find the two instances in which notifications will be sent to the ISL community (staff, students, student’s parent/guardian). Protocol A requires action. Protocol B does not require action. It will be provided to families within a class just as a general notification. These notifications will be sent as soon as possible to the designated parent/guardian prior to the daily dashboard update.

### **Protocol A:**

**Individuals that have had close contact with a COVID-19 positive individual at ISL.**

1. The appropriate ISL representative will send an email to the student's parent/guardian as soon as exposure is identified and confirmed.
2. The email will come from: [covid-ops@isl-edu.org](mailto:covid-ops@isl-edu.org)
3. The email will be sent to: All emails on-file in PowerSchool, for the student.
4. The subject of the email will contain [IMPORTANT Action Necessary]
5. Email notifications will be sent with "Read Receipt"
  - a. If email is not read by COB parent/guardian will be contacted via phone call
6. Action Required: Individuals that have had close contact with a COVID-19 positive individual will have to quarantine for 14 days from the date of exposure
  - a. Students/staff that are under quarantine must wait 14 days from exposure before returning to school.
  - b. If symptoms develop within the incubation period the student/staff will move from "quarantine" to "isolation" and the return date will be extended.

### **Protocol B:**

#### **General Notifications**

1. For transparency purposes, ISL will also notify the parents/guardians of all the students in the class/section. This includes the class that has had a "*known positive case,*" where the students **haven't come into close contact** with the COVID-19 positive individual at school.
2. The email will come from: [covid-ops@isl-edu.org](mailto:covid-ops@isl-edu.org)
3. The email will be sent to:
4. The subject of the email will contain [No Action Necessary]

### **Reporting Protocol**

If your student(s) have been exposed and in close contact with a COVID-19 positive individual outside of school, are experiencing COVID-19 symptoms, or have tested positive for COVID-19, you must immediately complete the COVID Reporting form.

How to complete the COVID Reporting form?

- Click on the following link: <https://isl-edu.org/covid-report>. You will be directed to another page managed by "airSlate." Please follow the instructions and answer all the questions to the best of your knowledge and submit.
- Once you complete the form email [covid-ops@isl-edu.org](mailto:covid-ops@isl-edu.org) and your school nurse.
- The appropriate ISL representative will be in touch to gather additional information.