

COVID-19 Schools Response Team Roles

Roles can be adapted to fit within existing duties as needed.

School COVID-19 Coordinator(s)

- Disseminates new COVID-19 procedures and information to staff/students/families of school.
- Reports COVID-19 cases and close contacts to the District COVID-19 Coordinator.
- Works with School COVID-19 Response Team to oversee school response to COVID-19 cases.

District COVID-19 Coordinator(s)

- Distribute communication and procedures to the School COVID-19 Coordinator.
- Serves as liaison to Public Health Seattle-King County COVID-19 Community Response Team.
- Compiles and updates list of all district confirmed cases and close contacts.

Public Health – Seattle & King County (PHSKC) COVID-19 Community Response Team

- Appoint a liaison to serve as key point-of-contact for District COVID-19 Coordinator regarding guidance and protocols.
- Provide guidance and tools to help schools carry out initial school-related contact tracing with students or staff with COVID-19.
- Link school districts to educational resources regarding COVID-19 mitigation and best practices.
- Provide case investigation with students or staff diagnosed with COVID-19.

Process Map COVID-19 Contact Tracing and Reporting in Schools

