



### School Contact Tracing Flowchart

**A student or school personnel tests positive for COVID-19.**

School alerts Kent County Health Department (KCHD) about COVID-19 positive case. **Call 616-326-0060 to report.**

School interviews the COVID-19 positive person to identify close contacts within the school and completes the Contact Tracing Spreadsheet for Schools.

The KCHD begins contact tracing for related cases outside of the school community.

School reports close contacts by completing and submitting the COVID-19 Contact Tracing Spreadsheet for Schools form to the Kent County Health Department at [COVIDSchools@kentcounty.onmicrosoft.com](mailto:COVIDSchools@kentcounty.onmicrosoft.com).

The KCHD alerts all identified close contacts of COVID-19 exposure who are in the school community and those not associated with the school.

All identified close contacts of the COVID-19 positive case must quarantine at home for 14 days from last positive day of exposure and monitor for symptoms.