

MPS School Process for COVID Case

- 1 Postive Case is reported to MPS
- 2 Notify Kim Coughlin & Central Office
- 3 Begin school based contact tracing with Kim Coughlin
- 4 Make phone calls to close contacts using script
- 5 **When calls are complete**, send all school letter to staff
- 6 **When calls are complete**, send all school letter to families
- 7 Send follow up close contact emails
- 8 Confirm remote learning and/or teaching plans

Correct names/titles to use

MPS Director of Nursing Kim Coughlin
Milton Health Department
MA Department of Public Health