**COVID CASE – SCHOOL, DISTRICT, and VCH PROCESSES**

COVID case confirmed



Principal contacts District Administrator – COVID Communications.

District Admin-CC contacts VCH

Exposure letters distributed as needed to families and staff.

VCH and District decide process of exposure communication

VCH determines who needs to self-isolate or monitor symptoms based on factors such as length of time and proximity with confirmed case.

VCH informs District Administrator - CC

District Administrator – CC informs Stakeholders

District Administrator - CC contacts Assistant/Deputy Superintendent

VCH communicates with close contacts

District Administrator - CC informs Superintendent and COVID Team

VCH contacts District Administrator – COVID Communications

Media requests referred to District. VCH handles media enquiries about COVID cases.

Individual contacts principal