

Redcap Checklist & Training Link

In the redcap reporting tool, please complete as many fields as possible.

Please review this training link on completing a redcap report and the necessary information to include in the comments: [Redcap Review](#)

In the Comments section, please follow the below checklist to ensure appropriate details are provided:

- Conduct an internal review of the case and exposure before completing the Redcap tool.
- Did you include the type &/or site of exposure?
 - i.e., “Jon is the positive case and had 2 classroom close contacts who were exposed during group work where they were closer than 3 ft apart”
- Did you list the names and contact information for any and all close contacts (if applicable)?
 - If there were no close contacts, please indicate this, i.e., “No close contacts have been identified”.
 - If there were close contacts, please provide their names, contact information and their vaccination status
- Examples:
 1. “Jon is the positive case. Jon was sent home on 9/1 with headache and fatigue. Jon’s last day in school was 9/1 for a half-day. He is in the 3rd grade cohort and is with the same group of students all day. He has 4 close contacts from in-school exposure and 1 cc from outside of school:
 - All close contacts are under 12 and unvaccinated
 - Caleb (dob 7/13/2012)
 - Parents xxx-xxx-xxxx
 - Jessica (dob 5/20/2012)
 - Parents xxx-xxx-xxxx
 - David (dob 3/5/2012)
 - Parents xxx-xxx-xxxx
 - Sam (dob 5/2/2012)
 - Parents xxx-xxx-xxxx

Jon’s mom reports that on 8/30 he had a friend over for a playdate – Thomas Johnson (dob 7/1/2012), parents xxx-xxx-xxxx. The boys did not wear masks and played for over 2 hours. *The above 4 school close contacts are eligible for test to stay, but Thomas is not.* I have let Thomas’ parents know that he needs to quarantine for at least 10-days and can return to school on 9/10/21. We will enroll the above 4 students in test to stay.

2. Michala is the positive case. She did not come to school on 9/2/21 due to a fever when she woke up. Mom had her tested and she is positive. Michala is a bus rider and was on the bus on 8/31 and 9/1 to and from school. According to the teachers Michala does not have any close contacts from school. *(If bus seating chart) The bus is full so she would have 7 total close contacts from the bus. If mask wearing was adhered to, these 7 students would qualify for test to stay. If students did not properly use their masks, then they would need to quarantine. (If no bus seating chart) - divide the bus into 3 sections (front, middle, back) and per Michala’s recollection, quarantine all students who were on the bus in that section for 15 min or more. These students would be eligible for test to stay if mask wearing was adhered to. Please indicate close contacts as described in Example 1 above and please note their vaccination status.*

3. William is the positive case. He was last at school on 9/3/21 and tested positive on a school Binax screening test. He has no classroom contacts but eats lunch with Colin and they are not socially distant during lunch. William is vaccinated and so is Colin. Colin will not quarantine due to vaccination status but has been advised to test between days 3-5 due to his high risk exposure at lunch. *(If Colin was not vaccinated, he would not be eligible for test to stay and would need to quarantine for at least 10-days and preferably be tested). Please provide contact information for Colin's parents.*