

# How does contact tracing work?

## STEP 1 Self-Report

CPS is notified of a case when the individual who has tested positive for COVID-19 reports their case at [cps.edu/covidresults](https://cps.edu/covidresults). While online reporting is preferred, you can call 773-553-KIDS to self-report.

*It is important that all Individuals diagnosed with COVID-19 self-report using the COVID-19 Self-Reporting Tool by visiting [cps.edu/COVIDresults](https://cps.edu/COVIDresults). If the person is a minor, parents or legal guardian may submit this form on their behalf.*

- CPS cannot act on the basis of hearsay, speculation, or second hand COVID-19 reports.
- The investigation process begins only when CPS receives the self-report of a COVID-19 positive case in the specified way.



## STEP 2 Intake Interview

A CPS Contact Tracer conducts an intake interview to determine if the individual who tested positive was in a CPS building during their contagious period. If so, the Contact Tracer determines what individuals were in close contact with them. A close contact is someone who was within six feet of the person who tested positive for 15 minutes or more during a single day. In some situations, a cohort may be asked to quarantine.



## STEP 3 Notifications

CPS Contact Tracing Team will analyze the specific details of each investigation, and a Tracer will notify via email anyone present onsite in the building during the contagious period of a positive individual. Those identified as close contacts who are unvaccinated will be advised to quarantine at home for 14 days from the last date of exposure even if they do not have symptoms and have a negative test. Fully vaccinated individuals who do not have symptoms do not need to quarantine. It is recommended that anyone who is exposed be tested 3-5 days after the last date of exposure.



## STEP 4 Close Contacts Quarantine

While in quarantine, students will switch to remote learning.



## SELF-REPORT TO HELP SLOW THE SPREAD!

If you are in person at a CPS school and test positive for COVID, please reach out to us at [cps.edu/covidresults](https://cps.edu/covidresults) to self-report. Your help is the key to keeping our communities safe.