

**Step by Step Guidance:**  
**Reporting Confirmed/Suspected COVID-19 Cases  
During All-Remote Scheduling**

*School Principals and their designees will use the procedures below to document and communicate every confirmed or suspected COVID-19 infection that is reported by the school's students, staff members, volunteers, or contractors/vendors. All confirmed or suspected cases that arise during the school year must be reported according to these procedures, including infections that occur off school grounds, on weekends, or during periods of all-remote scheduling.*

**Step 1:** Report case by e-mail to:

- **Assistant Superintendent**
- **Superintendent**
- **Deputy Superintendent**
- **Kimler Williamson, Nursing Supervisor**
- **Eliza Rodriguez, Executive Supervisor to the Superintendent/Deputy Superintendent for Special Projects**

**Step 2:** Identify the person's close contacts using the *COVID-19 Reporting Form for Remote Staff\** (Exhibit 1), and email the completed form to your Assistant Superintendent. Prompt, accurate reporting is critical, and all reported information will be kept confidential as required by HIPAA and FERPA privacy rules. Any person who knowingly reports false information may be subject to administrative, civil, or criminal penalties.

**Step 3:** Assistant Superintendent will promptly review the completed form and email it to:

- **Superintendent**
- **Deputy Superintendent**
- **Kimler Williamson, Nursing Supervisor**
- **Eliza Rodriguez, Executive Supervisor to the Superintendent/Deputy Superintendent for Special Projects**

**Step 4:** Nursing Supervisor will confer with Superintendent, Deputy Superintendent and Cabinet Level Administrator to assess impact on staffing and services

**Step 5:** Nursing Supervisor will review the form and will contact the potentially sick person to provide quarantine guidance, verify information about close contacts, and confirm when they last had contact with any other student, staff member, volunteer, or contractor/vendor.

- To the Paterson Board of Education, County Superintendent, NJDOE (**Superintendent, Deputy Superintendent and Eliza Rodriguez, Executive Supervisor to the Superintendent/Deputy Superintendent for Special Projects**)
- To Paterson Board of Health Department (**Kimler Williamson, Nursing Supervisor**)

\*Information on the COVID-19 Reporting Form must be answered honestly, falsely reported information may be subject to discipline and/or civil or criminal penalty.