

Reporting Cases of COVID-19 Additional Contacts Log

This Form should be completed by individuals and/or their supervisor.

Clarke will report this information to the local Board of Health to assist in contact tracing. To assist with contract tracing and everyone's safety the following information must be reported to Human Resources.

With whom at Clarke has this person been in contact with since the exposure occurred, and symptoms began? Please include the following for all employees, children, families, patients, visitors, etc.

Name _____

Address

Telephone _____

Email _____

When _____

Where

Nature of contact _____

Name _____

Address



Clarke Schools
for Hearing and Speech

clarkeschools.org

Telephone _____

Email _____

When _____

Where

Nature of contact _____

Name _____

Address

Telephone _____

Email _____

When _____

Where

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Where

Nature of contact _____

(add pages with additional contacts as needed)

PLEASE RETURN THIS FORM TO HUMAN RESOURCES