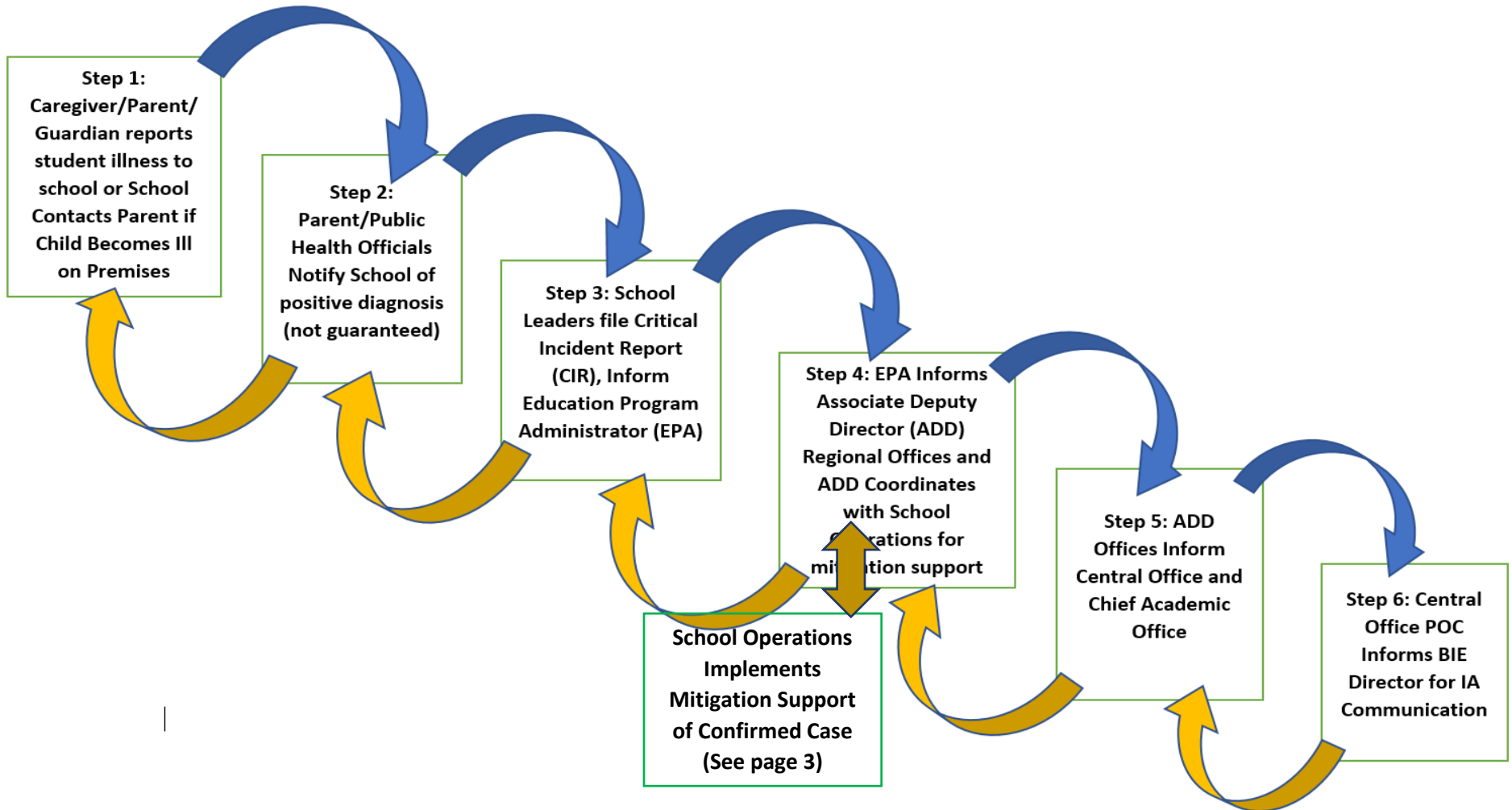


Bureau of Indian Education

Reporting Flowchart

The below is a flowchart and associated steps for reporting student illness and/or positive diagnosis through the chain of command during a community health crisis. Any time in the process, a school can contact BIE Central Office directly through CrisisAlert@bie.edu.



Bureau of Indian Education

Recommended Steps in Case of Suspected Illness

Step 1: Caregiver/Parent/Guardian reports student illness to school or school contacts parent if child becomes ill on premises

Step 2: Parent/Public Health Officials Notify School of positive diagnosis (not guaranteed)

Step 3: School Leaders file Critical Incident Report (CIR), Inform Education Program Administrator (EPA)

Step 4: EPA Informs Associate Deputy Director (ADD) Regional Offices and ADD Coordinates with School Operations for mitigation support

Step 5: ADD Offices Inform Central Office and Chief Academic Office

Step 6: Central Office POC Informs BIE Director for IA Communication

School Operations will coordinate with all levels once contamination has been confirmed (see mitigation steps on page 3). All Regions will provide schools with their most current contact information to include the direct email to BIE Central Office (CrisisAlert@bie.edu).

Contacts

Before forwarding to schools, please include your local contact information as it pertains to your schools.

Associate Deputy Director:

Education Program Administrator:

School Operations Support Staff:

Local Office Contacts (ie – local public health officials):

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Recommended Steps for Mitigation Support, if Case Reported/Confirmed

Step 1: Local BIE school and/or public health departments reports/confirms school case of illness, as permissible under education and health privacy laws.

Step 2: School leadership coordinates with local public health clinic to receive recommendations, initiates local school Emergency Action Plan (EAP), files Critical Incident Report with BIE, and makes determination with local school Incident Command Team (ICT) from EAP regarding next steps to ensure student and staff safety.

Step 3. Based on local determination, school leadership initiates steps to quarantine affected area and/or close school by:

- Coordinating busing home and other logistics for emergency closure outlined in local school EAP;
- Determining length of closure time – COVID-19 Specific: CDC recommends 14-day minimum closure for confirmed cases;
- Determining if alternate instruction can be provided during closure period;
- Notifying BIE Education Program Administrator, Associate Deputy Director, and School Operations Staff for support during closure and to implement mitigation support; and
- Notifying staff, students, parents, and community (see BIE Parent School Leader Letter for draft language).

Step 4: School leadership implements mitigation support in coordination with EPA, ADD, and School Operations staff.

School Operations Staff mitigation support includes:

- Supporting the coordination and partnership with local public health departments;
- Initiating deep clean that includes school and vehicles, as warranted (contractor coordination);
- Contacting the local public health department regarding date to safely reopen; and
- Determining, with school leadership, date to officially reopen.

Step 5: School leadership confirms target date to reopen school and notifies staff, students, parents, and community accordingly.