

CHPS Dashboard Reporting Process 2022

Student COVID numbers:

1. Parent reports case to school nurse
2. School nurse verifies case in accordance with NJDOH guidelines
3. School nurse reports case (to Human Resources Department?)
4. Human Resources Department writes letter of notification to applicable school community
5. School principal sends letter to the school community
6. All cases for the week are recorded by the nurses on the Dashboard document by 10 am each Friday (cases reported after 10 am are reported in the following week's numbers)

Dashboard is updated Friday afternoon

Staff COVID numbers:

1. Staff members reports case/quarantine circumstances to Human Resources Department
2. Human Resources Department verifies case in accordance with NJDOH guidelines
3. Human Resources Department writes letter of notification to applicable school community
4. School principal sends letter to the school community
5. Human Resources Department reports all cases for the week to the Public Information Office by 10 am each Friday, for posting on the Dashboard (cases reported after 10 am are reported in the following week's numbers)

Dashboard is updated Friday afternoon