**Department of Teacher Education**

**Covid-19 Incident Report and Action Plan**

EDMS 4190, 4191, 4192

EDSS 4850, 4855, 4870

EDSE 4815, 4816, 4817, 4915, 4916

The University Supervisor/Program Coordinator must complete this incident report for any student who reports a diagnosis of Covid-19 or possible exposure due to contact with person(s) diagnosed with Covid-19. The student should be advised to self-quarantine for 2 weeks from the date of possible exposure and follow all health and safety guidelines to reduce the risk to others.

|  |  |
| --- | --- |
| Student |  |
| Credential Program/Course |  |
| University Supervisor/Coordinator |  |
| School Site |  |
| District |  |
| Cooperating Teacher |  |

**Program Safety Preparation Measures**

All student teachers were provided with field safety information on (DATE) via email. This information included the following:

1. Covid-19 CDC Safety Guidelines Newsletter

www.cdc.gov/coronavirus/2019-ncov/prevent- getting-sick/preventing.html

•  Wash your hands frequently

•  Avoid close contact with others

•  Wear a facemask when social distancing cannot be maintained

•  Cover coughs and sneezes

•  Clean and disinfect regularly

•  Monitor your health

•  Avoid touching your face

•  Obtain adequate supplies as necessary

What to do if someone at the school site is tested positive for Covid-19

* Follow School procedures and stay home.
* Contact the Office of Field Services.

2. Covid-19 Safety Video

3. Release of Liability Form with description of risks associated with clinical practice

University Supervisors also participated in a department training via Zoom on August 19, 2020, reviewing these safety measures and no-contact protocol for supervision duties. This training also covered the use of video for observation requirements, and considerations to review with student teachers in response to Covid-19 (safety, reporting procedures, remote fieldwork options)

**Incident Report**

Describe how the possible exposure to Covid-19 occurred- who, when, and where.

|  |
| --- |
|  |

**Communication with School District**

Describe all communication that occurred between the school district and program, with dates and people involved.

|  |
| --- |
|  |

This report should be submitted to Dr. Noelle Won, Teacher Education Department Chair.

The Department will send copies of this report to: Safety and Risk Management; Program and Field Coordinator; Dean Oddmund Myhre- College of Education, Kinesiology, and Social Work