**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 5 days from the date of possible exposure and follow all health and safety guidelines to reduce the risk to others.

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

**Program Safety Preparation Measures**

All student teachers/teacher candidates received field safety information. This information included the following:

1. [Covid-19 Safety](https://spark.adobe.com/video/1T1iDfRvHozRe) Guidelines

•  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

1. [K-12 Virtual Teaching Resources/Safety Guidelines Webpage](https://www.csustan.edu/teacher-education/student-teaching/k-12-virtual-teaching-resources)

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

* Follow school procedures and stay home until approved to return to campus.
* Contact University Supervisor and the Office of Field Services.

1. [COVID-19 & Campus Updates Website](https://www.csustan.edu/covid-19)   
   Updates and resources for the Stan State community
2. Release of Liability Form   
   All liability forms are in accordance with the student’s assigned placement along with description of risks associated with clinical practice.

University Supervisors also participated in a department training via Zoom, reviewing these safety measures and 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, and remote fieldwork options).

**Incident Report**

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

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**Communication with School District**

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

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Submit this report to the Teacher Education Department Chair -Dr. Kimy Liu [kliu2@csustan.edu](mailto:kliu2@csustan.edu)

The Department Chair will send copies of this report to Program and Field Coordinators and Dean Oddmund Myhre- College of Education, Kinesiology, and Social Work

**Students must also complete the CSU Stanislaus COVID-19 Reporting Form:**

<https://cm.maxient.com/reportingform.php?CSUStanislaus&layout_id=14>