



**Lodi USD Pandemic Safety Plan**  
**Appendix B –Case Response Form**  
 (rev. 08/2/2022) [Instructions/Information](#)

**Note:** These practices are current as of the revision date. Since a PANDEMIC DISEASE can evolve rapidly, extra diligence should be used in watching for updates to these practices.

**Instructions:**

The purpose of this form is to provide direction and documentation regarding the response actions necessary to help mitigate potential risk of A PANDEMIC DISEASE transmission upon learning of a potential PANDEMIC DISEASE case potentially impacting facilities, employees, students, or other stakeholders.

**Administrators and Managers are responsible for completing this *Case Response Form* in its entirety.**

- The Administrator/Manager must immediately assess the situation by using the Lodi USD Quarantine Protocols
- Under AB685, this form must be completed immediately, the Administrator/Manager will retain a copy of the *Case Response Form* with identifying (confidential) information for her/his records.
- The Administrator/Manager will make a redacted copy of the *Case Response Form*.
- Under AB685, the redacted copy must be emailed the same day of report to Shelie Radotic at [sradotic@lodiUSD.net](mailto:sradotic@lodiUSD.net)
- Administrator/Manager will use the “Positive COVID Reporting” Form to immediately report all positive cases
- Principals must inform all exposed staff/adults of exposure and available testing

<b>Site/Department:</b>		<b>Report Date:</b>	
<b>Administrator/Manager:</b>		<b>Email:</b>	
<b>Incident Description:</b>			

Date of Positive Test	Person	Employee(E) / Student(S)	Last Day On-Site	Return Date