***[Replace this text with your organization’s identifier.]***

## Contact Investigation Team Member List

| **Title** | **Name(s)** | **Responsibilities** | **Address, Phone/Fax** | E-mail |
| --- | --- | --- | --- | --- |
| Health Department Lead |  | * Overall investigation planning and decision-making * Point of contact for school |  |  |
| School Lead |  | * Point of contact for Health Department * Ensure investigation is coordinated with school schedule; provide times and space for screening |  |  |
| Public Information & Media Spokesperson(s) |  | * Provide information to the public * Act as department spokesperson for media inquiries * Connect with school and Health Dept. PIO |  |  |
| Data Lead |  | * Ensure needed data are collected accurately * Supervise data entry * Analyze data and report findings to CI Team |  |  |
| Private Provider Coordinator |  | * Answer provider questions * Obtain screening data from private providers |  |  |
| Case Manager |  | * Work with index case and family |  |  |
| School Nurse |  | * Work with students and staff * Participate in testing * Coordinate with Health Dept to provide & report on DOT/DOPT provided on-site |  |  |
| DOT Manager |  | * Ensure cases and infected contacts complete treatment by DOT |  |  |
| Health Department Administrative Support |  | * Triage incoming phone calls * Provide support as needed * Assign data collection/ entry/analysis |  |  |
| School Administrative Support |  | * Triage incoming phone calls * Provide support to obtain school rosters, mailing lists and assist with mailings as needed * Call students out of classrooms on testing day(s) |  |  |