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

**AGENDA FOR SCHOOL ADMINISTRATION MEETING**

***[Date]***

***[Time]***

***[Location]***

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| --- | --- | --- | --- |
| **TOPIC** | | **WHO** | **TIME** |
| **Introductions** |  | | 5 min. |
| **TB Overview**   1. What are latent TB infection and TB disease? 2. How is TB spread? 3. How are latent TB infection and TB disease diagnosed? 4. How are latent TB infection and TB disease treated? 5. Questions | | | 10 min. |
| **Contact Investigation Overview**   1. What is a contact investigation? 2. Why is one needed at the school? 3. What are the steps in the process? |  | | 5 min. |
| **Confidentiality Overview – Sign Agreements** |  | | 5 min. |
| **Health Department Needs**   1. Class, bus, sports team rosters for index case classes (teachers, substitutes, students, visitors, room numbers) 2. Visit to assess environmental conditions in those rooms 3. Dates and locations for student and staff testing 4. Other |  | | 10 min. |
| **School Needs**   1. Information 2. Minimum disruption of school schedule 3. Support for meetings with students, parents/ guardians, staff 4. Other |  | | 10 min. |

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| **INVESTIGATION PLANNING** | **WHO** | **TIME** |
| **CI Team Member Designation**  Fill out *CI Team Member List* |  |  |
| **Calendar**   1. Date by which we can create a master list of contacts 2. Date by which we can distribute letters, consent forms, health questionnaires, and TB fact sheets to students, parents/guardians and staff as needed, including translation time, as needed 3. Date by which we could expect consent forms and health questionnaires to be completed and returned 4. Anticipated date(s) for initial testing (tuberculin skin test (TST) or IGRA blood draws) 5. (Optional) if TSTs used: Anticipated date(s) for initial TST reading |  | 25 min. |
| **Logistics**   1. Who will provide school (class, bus, etc.) rosters? 2. Who will generate mailing labels for contacts? 3. Who will provide documents (consent forms, letters, etc.)? 4. Who will translate documents? 5. Who will distribute documents? 6. Location(s) for TST placement/IGRA blood draw and 48-72 hrs later TST reading (consider confidentiality) 7. Who will place and read TSTs/do phlebotomy for IGRAs? |  | 20 min. |
| **Communications Planning**  **External Communications**   1. Who will handle calls from the parents and public? 2. Who will answer questions from the media? 3. How will we provide general information to the school and public? 4. Be sure to involve the Public Information Officers from both the school and the Health Dept.   **Internal Communications**   1. How will information be shared between the health department and school? 2. Who will answer questions from the school for the health department? 3. Who will answer questions from the health department for the school? 4. How often do we need to meet? When? 5. Are there others we need to involve? |  | 15 min. |