**Protocol Designating Who is Responsible for Keeping Daily Contact Logs of Student Cohorts**

1. Student Daily Contact Entry Logs
   1. Designated individuals at Designated entry points for cohorts
      1. Classified #1 and #2 at West Entry
      2. Classified #3 and #4 at East Entry
      3. Etc. (A map of building might be helpful)
   2. Recorded and then Daily Contact Logs stored <location> (This could be a google sheet/doc) for minimum of 4 weeks.
2. Daily Contact Log Format Attached to plan (include link or attachment: sample attached with statement on retention and technology)
   1. Child name
   2. Drop off/pick up time
   3. Parent/guardian name and emergency contact information
   4. All staff that interact with child’s stable group of children (including floater staff)
      1. names and
      2. phone numbers

Cohort Tracking Example from Oregon School Nurses Association: <https://www.oregonschoolnurses.org/resources/covid-19-toolkit>