

CAPITAL SCHOOL DISTRICT

Employee/Workplace Process Map for COVID-19 (Rev. 10/20/2020)

Symptomatic & Positive at Home

Employee has symptoms and tests positive while at home

Employee does NOT report to work. Employee notifies supervisor via phone or email. Employee adds absence to AESOP. Employee contacts primary care physician.

The employee contacts their Human Resource Specialist. The supervisor contacts the School Nurse and the District COVID-19 Coordinator

The Human Resource Specialist will provide guidance on returning to work and procedures that need to be followed. The School Nurse will contact DPH. The District COVID-19 Coordinator documents the case.

Employee should self-isolate and avoid public spaces. Employee MUST receive clearance from DPH and submit it to the HR Office prior to returning to work.

Symptomatic at Work or School

Employee begins exhibiting symptoms while at work (refer to Staff Covid Screener App for symptoms)

Employee notifies Supervisor and leaves work immediately. Employee will be isolated if unable to leave the building immediately. Employee contacts primary care physician. Testing is recommended.

The employee contacts their Human Resource Specialist. The supervisor contacts the School Nurse and the District COVID-19 Coordinator.

The Human Resource Specialist will provide guidance on returning to work and procedures that need to be followed. The School Nurse will contact DPH. The District COVID-19 Coordinator documents the case.

Employee should self-isolate and avoid public spaces. Employee MUST obtain a doctor's Return To Work note, or if positive, receive clearance from DPH, and submit it to the HR Office prior to returning to work.

Asymptomatic & Positive

Employee tests positive but has no symptoms

Employee does NOT report to work. Employee notifies supervisor via phone call or email. Employee refers to Staff COVID Screener App for symptoms

The employee contacts their Human Resource Specialist. The supervisor contacts the School Nurse and the District COVID-19 Coordinator

The Human Resource Specialist will provide guidance on returning to work and procedures that need to be followed. The School Nurse will contact DPH. The District COVID-19 Coordinator documents the case.

Employee may be directed to self-isolate and avoid public spaces. Employee MUST receive clearance from DPH and submit it to the HR Office prior to returning to work.

Someone With Whom You Reside is Symptomatic or Tests Positive

Employee reports that someone in their home has symptoms OR someone at home has tested positive

Employee notifies supervisor via phone call or email. The employee reports positive case to DPH at 1-888-295-5156. DPH will make testing available for employee who may have been exposed.

The employee contacts their Human Resource Specialist. The Supervisor contacts the School Nurse and the District COVID-19 Coordinator

The Human Resource Specialist will provide guidance on returning to work and the procedures that need to be followed.

The employee may be directed to self-isolate and monitor symptoms at home due to possible exposure. If someone with whom you live tests positive, you must have DPH clearance to return to work

Experienced Prolonged Exposure

In the past week, employee reports prolonged exposure (6 feet or less, for more than 15 minutes) to someone who has tested positive or who has symptoms

Employee notifies supervisor via phone call or email. Employee will be recommended to get tested while monitoring symptoms using the Staff COVID Screener App.

The employee contacts their Human Resource Specialist. The Supervisor contacts the School Nurse and the District COVID-19 Coordinator.

The Human Resource Specialist will provide guidance on returning to work and the procedures that need to be followed.

Employee may be directed to self-isolate and monitor symptoms at home due to possible exposure. If the person you were exposed

CAPITAL SCHOOL DISTRICT

Student Process Map for COVID-19 (Rev. 10/20/2020)

Symptomatic & Positive at Home

Student tests positive or has symptoms at home

The student should NOT report to school. The family should contact the school to make the Nurse is aware. It is strongly recommended that Family contact primary care physician.

If the student tests positive, the School Nurse will inform DPH. If DPH learns of the case first, they will contact the School Nurse. A DPH epidemiologist will be assigned to the case.

School Nurse reports case to District COVID-19 Coordinator. Any close contacts of the student that tested positive will be identified for contact tracing. Only close contacts of the student that tested positive will be reported to DPH.

The student will not be permitted to return to school until they receive clearance from DPH. The family must submit the DPH clearance to the School Nurse prior to the student's return.

Symptomatic at Work or School

Student begins exhibiting symptoms at school

The School Nurse will evaluate the student. The student may be isolated to minimize contact with others.

If deemed a potential COVID case, the School Nurse will contact the family immediately for PROMPT PICK-UP.

It is recommended that the student get tested.

The student will not be permitted to return to school until they are cleared by a doctor, or if positive, receive clearance from DPH. The family must submit a doctor's note or DPH clearance to the School Nurse prior to the student's return.

Asymptomatic & Positive

Student tests positive but has no symptoms

The Student should NOT report to school. The family should report the positive test result to the School Nurse. The family should monitor symptoms daily at home.

The School Nurse will inform DPH. If DPH learns of the case first, they will contact the School Nurse. A DPH epidemiologist will be assigned to the case. School Nurse reports the case to the District COVID-19 Coordinator.

Any close contacts of the student that tested positive will be identified for contact tracing. The School Nurse, DPH epidemiologist, and District COVID-19 Coordinator will determine which close contacts need to be shared with DPH. Decision will be based on mitigation procedures in place.

The student will not be permitted to return to school until they receive clearance from DPH. The family must submit the DPH clearance to the School Nurse prior to the student's return.

Asymptomatic & Positive

Someone living in student's home has tested positive or has symptoms

The student should NOT report to school. All positive cases should be reported to DPH. Close contacts may need to be quarantined and they will be advised by DPH whether they need to be tested due to potential exposure.

The School Nurse will inform DPH. If DPH learns of the case first, they will contact the School Nurse. A DPH epidemiologist will be assigned to the case.

The family should monitor themselves daily and track daily results to monitor symptoms.

The student may be directed to self-isolate and monitor symptoms at home due to possible exposure. If someone with whom the student lives tests positive, the family must submit the DPH clearance to the School Nurse prior to the student's return to school.

Experienced Prolonged Exposure

Student has had prolonged exposure (6 feet or less for more than 15 minutes) to someone who has tested positive or who has symptoms

The student should NOT report to school whether they are showing symptoms or not. Family should contact the School Nurse. Testing is recommended.

If the student tests positive, the school nurse will inform DPH. If DPH learns of the case first, they will contact the School Nurse. A DPH epidemiologist will be assigned to the case.

The Student will be permitted to return to school after being cleared by a doctor.

The student may be directed to self-isolate and monitor symptoms at home due to possible exposure. If the person the student was exposed to is positive, the student must submit the DPH clearance to the School Nurse prior to the student's return.