

SCENARIO 1: Student or Staff Exhibits One or More Symptoms

Student or Staff exhibits any COVID-19 symptoms

- Individual exhibits one or more [symptoms](#) or a temperature of 100.0 or higher.

Site or Department Administrator

- Immediately mask and isolate student/staff member and send them home.
- Gives [isolation instructions](#) to student/staff member and instructs them to get tested.
- Immediately notifies *COVID-19 Designee*.
- Ensures all required [cleaning protocols](#) are completed.
- Distributes communication forms/letters as directed by *COVID-19 Designee*.
- Ensures student/staff stays home until permitted to return to school/work.

COVID-19 Designee¹

- Works with *Site/Department Administrator* to provide instructions for [isolation](#) until test results return.
- Provides *Site/Department Administrator* with appropriate forms/letters for communications (students/staff)
- Advises *Facilities/Site Administrator* on [required cleaning](#).
- Works with *Site/Department Administrator* to track test results.
- Based on test results, follows Test Result Decision Tree actions and advises *Site/Department Administrator*.
- If staff member, notifies HR administrator.

If individual is a **staff member**:

HR Administrator¹

- *HR Administrator* contacts staff member to discuss [isolation](#) conditions & leave options.
- *HR Administrator* maintains communication with the *Site/Department Administrator* and *Superintendent Designee* regarding test results and when staff member can return to work.

¹Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

SCENARIO 2: Student or Staff Identified as a Close Contact¹ to a Person Who Has Tested Positive for COVID-19

¹A Close Contact is someone who has been within 6 feet for 15 minutes or more of someone who tested positive for COVID-19.

**Student or Staff identified as
 Close Contact¹ of positive case**

Site or Department Administrator

- Immediately mask and isolate student/staff member and send them home.
- Gives [quarantine instructions](#) to student/staff member and instruct them to get tested (If symptomatic: test immediately; If not symptomatic: test around day 7)
- Immediately notifies *COVID-19 Designee*.
- Ensures all required [cleaning protocols](#) are completed, if needed.
- Distributes communication forms/letters as directed by *Superintendent Designee*.
- Ensures student/staff stays home until completion of their full quarantine period.

COVID-19 Designee²

- Works with *Site/Department Administrator* to provide instructions for [quarantine](#) until test results return.
- Provides *Site/Department Administrator* with appropriate forms/letters for communications (students/staff).
- Works with *Site/Department Administrator* to track test results.
- Based on test results, follows Test Result Decision Tree actions and advises *Site/Department Administrator*.
- Advises *Facilities/Site Administrator* on [required cleaning](#), if needed.
- If staff member, notifies HR administrator.

If individual is a staff member:

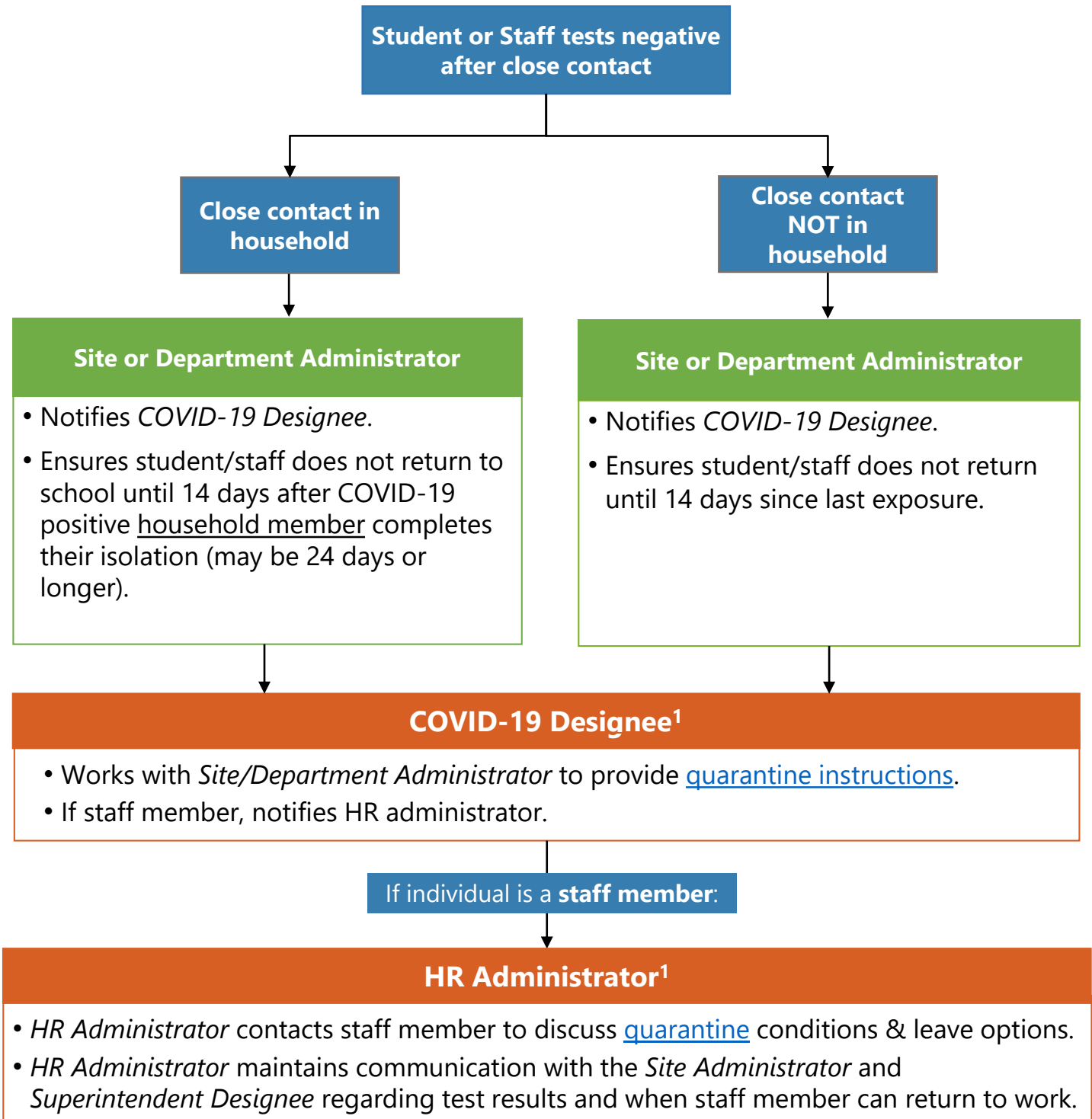
HR Administrator²

- *HR Administrator* contacts staff member to discuss [quarantine](#) conditions & leave options.
- *HR Administrator* maintains communication with the *Site Administrator* and *Superintendent Designee* regarding test results and when staff member can return to work.

²Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

NEGATIVE TEST

Student/Staff Tests Negative for COVID-19 After Scenario 2 (Close Contact)



¹Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

SCENARIO 3: Student or Staff Member Tests Positive for COVID-19 in a COHORT or NON-Cohort Setting

Student or Staff tests positive
for COVID-19

Site or Department Administrator

- If student/staff member on site, immediately mask, isolate, and send them home.
- Gives [isolation instructions](#) to student/staff member.
- Works with *COVID-19 Designee* to identify and isolate all close-contact students/staff, who must quarantine.
- Sends home (a) all members of a cohort and (b) any other Close Contacts on campus and provide [quarantine](#) instructions.
- Ensures all required [cleaning protocols](#) are completed.
- Distributes communication forms/letters as directed by *Superintendent Designee*.
- Ensures all students/staff complete [isolation/quarantine](#), as directed, before returning to school/work.

COVID-19 Designee¹

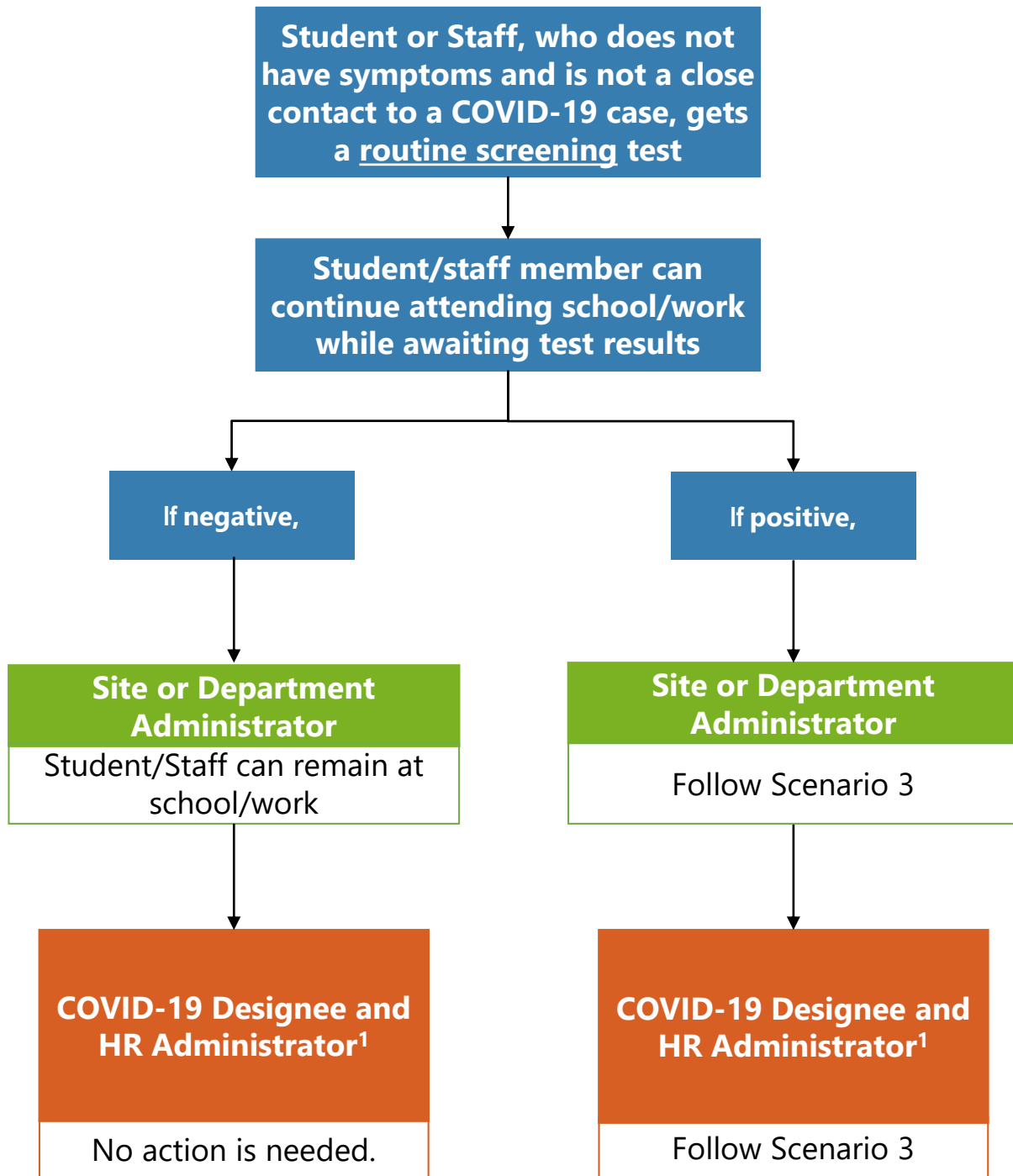
- Works with *Site/Department Administrator* to provide instructions for [isolation and quarantine](#) until test results return.
- Provides *Site/Department Administrator* with appropriate forms/letters for communications (students/staff).
- Advises *Facilities/Site Administrator* to perform [required cleaning](#).
- Works with *Site/Department Administrator* to identify and report school-based Cases and Close Contacts to the [Education Portal](#) within four hours of notification of the student/staff testing positive.
- Works with *Site/Department Administrator* to track test results of close contacts.
- Based on test results, follows Test Result Decision Tree actions and advises *Site/Department Administrator*
- If staff member, notifies HR administrator.

HR Administrator¹

- *HR Administrator* contacts staff member to discuss [isolation/quarantine](#) conditions & leave options.
- *HR Administrator* maintains communication with the *Site Administrator* and *Superintendent Designee* regarding test results and when staff member can return to work.
- *HR Administrator* collaborates with *Superintendent Designee* and *Site/Department Administrator* to identifies school-based Close Contacts.

¹Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

ROUTINE COVID-19 SCREENING (No Symptoms, Not Close Contacts)



¹Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.