

CAPITAL SCHOOL DISTRICT

Employee/Workplace Process Map for COVID-19 (Rev. 11/2/2020)

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 Kim Mills in the HR Office (857-4215) The supervisor contacts the School Nurse and the District COVID-19 Coordinator

Kim Mills 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 Kim Mills in the HR Office (857-4215). The supervisor contacts the School Nurse and the District COVID-19 Coordinator.

Kim Mills 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 Kim Mills in the HR Office (857-4215). The supervisor contacts the School Nurse and the District COVID-19 Coordinator

Kim Mills 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 Kim Mills in the HR Office (857-4215). The Supervisor contacts the School Nurse and the District COVID-19 Coordinator

Kim Mills 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 Kim Mills in the HR Office (857-4215). The Supervisor contacts the School Nurse and the District COVID-19 Coordinator.

Kim Mills 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

DPH defines a "contact of a contact" as someone who has come into contact within someone that has had contact with someone that has tested positive. Pursuant to DPH guidelines these individuals would be considered a "low risk, potential exposure" and do not have to self-isolate.

CAPITAL SCHOOL DISTRICT

Student Process Map for COVID-19 (Rev. 11/2/2020)



DPH defines a “contact of a contact” as someone who has come into contact within someone that has had contact with someone that has tested positive. Pursuant to DPH guidelines these individuals would be considered a “low risk, potential exposure” and do not have to self-isolate.