

Staff: Suspected or Confirmed Case of COVID/Close Contact Steps for Response

Principal/Nurse: Contact employee (or receive a phone call from employee)

- Start with an empathetic conversation and check on employee's well being (emotionally, physically)
 - Gather information
 - Symptoms
 - Timeline (when symptom started, last time in school)
 - Testing plans
 - Confirmation to remain at home
 - If an employee is currently at school, contact the school nurse who will assess the situation and provide instructions about leaving the school environment.
 - Recommend employee to contact physician
 - Consult with district office administrator about return to work
 - Remain home for 10 days if not physician consultation OR
 - Provide proof of a negative test OR
 - Provide an alternative diagnosis from physician
 - Return time for the contact trace chart (within 4 hours depending on employee's symptoms)
 - After return of the contact trace chart, Principal will call to talk about steps to determine work placement/sick leave/COVID leave

Principal/Nurse: Notify key personnel immediately after determining potential case

- Superintendent (phone call); District Nurse, assistant principal, school nurse
 - Supt notifies district office key personnel
 - Operations Director (HR, Cleaning); SPED Supervisor (special education); Treasurer (sick leave); Asst. Supt. of Teaching and Learning (teaching and learning); and Director of Communications (PR)

District Nurse/School Nurse: Records pertinent information and informs Hamilton Co Public Health Department

Principal: Email of "next step" information to employee (immediately following a phone call with Supt)

- Protocol (see template email)
 - Test result (who to contact, timeline)
 - Discretion: from us, from employee
 - Definition of close contact: Closes contact chart completion
 - Deadline to return completed chart

HR: Discussion of work assignment (after contact chart completion)

- Asymptomatic or mild symptoms
 - Virtual assignment (if possible): no emergency COVID sick leave or sick leave
 - Symptomatic (more than mild) or virtual not possible
 - Emergency COVID sick leave or sick leave
 - HR refers employee to Business office

Director of Communications: Creates communication

- For community; For district/school
 - No information about symptoms or test results can be informally or formally shared with colleagues or students (violation of HIPAA)
- Director of Communications and District Nurse check for accuracy of terminology

Email Template:

Thanks for your time to talk about this recent situation. I am sorry to hear that COVID is possibly impacting you. We are a phone call away if we can help.

As a District, we want to respond with compassion and safety when there is a potential or positive case of COVID among our staff members. If you plan on getting a test, contact the District Nurse, with test results at 555-555-5555 (direct line) and 555-555-5555 (cell) or email at (email address here). Our District Nurse has been a great source of information for all of us and you will find her to be a great contact for you as well.

We also are required to collect information to allow us to contact trace in terms of a current or future positive test result. Close contact is defined as less than 6 feet for 15 minutes cumulative. The cumulative portion of the definition can be more tricky. For example, if you are walking around the classroom and working with individuals or small groups, add up the various times that you have worked with a specific student (or talked with a colleague) to estimate if it's been 15 minutes or longer.

To help employees to consider their time with others, this chart will guide your thinking. Consider staff members that are not typically involved in your classroom but may have had contact with the person identified as a positive case (OT, PT, SLP, aides, etc). Feel free to contact the District Nurse if there is any part of this chart that is confusing.

Employee symptoms and timeline for those symptoms	Check any symptom (even if minor) experienced 48 hours prior to quarantine or positive test: <ul style="list-style-type: none"> <input type="checkbox"/> Fever <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Chills <input type="checkbox"/> Body aches <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Fatigue <input type="checkbox"/> Congestion <input type="checkbox"/> Nausea, vomiting, or diarrhea 		Check any symptom (even if minor) experienced 24 hours prior to quarantine or positive test: <ul style="list-style-type: none"> <input type="checkbox"/> Fever <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Chills <input type="checkbox"/> Body aches <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Fatigue <input type="checkbox"/> Congestion <input type="checkbox"/> Nausea, vomiting, or diarrhea 	
Day of the Week: Start with 2 days prior to symptoms or 2 days prior to positive test. Include information on any school day until employee's leave.	Employee's Name of Potential Close Contact	Details of Interaction with Employee (i.e., location, duration)	Student's Name of Potential Close Contact	Details of Interaction with Students (i.e., location, duration)

The sooner that we can receive this information from you, the sooner that we are able to address the potential safety/health needs of others. It would be great if you could complete it within the next 4 hours. In the meantime, we will be using the highest degree of discretion.

Please know that this information will remain confidential. We also encourage you to utilize the knowledge of the District Nurse, rather than colleagues, as a source of information.

After you have a chance to complete this chart, we will schedule another time to talk so that we can determine how you want to work or not work while in quarantine. We will also talk about your options for sick time.