

**IF A STAFF MEMBER IS
EXHIBITING SYMPTOMS ASSOCIATED WITH COVID-19
WHILE AT WORK**

Staff Member is exhibiting symptoms associated with COVID-19

Building Administration immediately contacts
Pandemic Coordinator
x7466, cell, or email

Staff Member MUST:
Notify Principal/Manager/Supervisor immediately
Immediately go home
Seek Medical attention

Staff Member must regularly update Pandemic Coordinator of diagnosis and health care provider recommendations

If Staff Member is **POSITIVE** for COVID-19

If Staff Member is **NEGATIVE** for COVID-19



DISTRICT MUST
Clean and disinfect areas where staff member was present
Notify ACHD and assist with contact tracing and notification of impacted individuals
Determine if Staff Member is able to Telework

STAFF MEMBER MUST
Stay home and isolate
Remain home; 10 days since symptoms first appeared AND are symptom free for 24 hours without symptom reducing medication
Clearance from medical professional is received

Stay home until symptom free for 24 hours without symptom reducing medication

DISTRICT MUST
Clean and disinfect areas where staff member was present