

COVID-19 Communication Process Map

Situation	Student tests positive for COVID-19	Teacher or Aide tests positive for COVID-19	Administration, Auxiliary, or other staff test positive for COVID-19 (Bus drivers, Cafeteria, etc.)	Teacher has to quarantine
Campus Notification	Parent notifies attendance clerk or nurse and provide appropriate documentation.	COVID-positive employee notifies campus principal.	COVID-positive employee notifies principal or supervisor.	Employee has to quarantine due to direct exposure to a COVID positive person
Campus Action	<ul style="list-style-type: none"> Nurse completes report form for CCHD. Safe Schools Coordinator submits report to CCHD. Student schedule and seating charts are pulled for positive case student. 	<ul style="list-style-type: none"> Principal informs nurse Nurse completes form for CCHD. Safe Schools Coordinator submits form to CCHD. 	<ul style="list-style-type: none"> Principal or supervisor notifies campus nurse. Nurse completes form for CCHD. Safe Schools Coordinator submits form to CCHD. Plan for class coverage established 	<ul style="list-style-type: none"> Person quarantines for the designated time.
Communication	<ul style="list-style-type: none"> Principal notifies student's teacher. Principal notifies parents of students who attend class with positive case student. 	<ul style="list-style-type: none"> Principal notifies parents of students in class with positive-case teacher or aide. Principal notifies staff. 	Case specific: Those who potentially had direct contact with COVID-positive employee are notified by principal or supervisor.	Quarantine letter sent to teacher's students.

Student/Staff must meet ONE or more of the below criteria to return to school:

- Isolate for 10 days from onset of symptoms, at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and the individual has improvement of symptoms.
- Obtain documentation from a doctor clearing the individual for return based on an alternative diagnosis.
- Obtain a negative COVID-19 test result with proper documentation.
- Obtain documentation from Chambers County Health Department clearing the individual for return to work.

* Direct contact is defined as being directly exposed to infectious secretions (e.g. being coughed on), being within 6 feet of infected person for 15 minutes or more, or living in the same household as infected individual.