

COMMUNICATION PROCESS MAP FOR COVID-19

Updated December 8, 2020

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.)	Student/Staff is identified of having direct contact* with a confirmed COVID-19 case resulting in quarantine
CAMPUS NOTIFICATION	Parent notifies attendance clerk or nurse.	COVID-positive employee notifies campus principal.	COVID-positive employee notifies principal or supervisor.	Parent/Staff notifies campus principal and/or nurse.
CAMPUS ACTION	<ul style="list-style-type: none"> Nurse or attendance clerk notifies principal. Nurse completes report form for CCPH. Safe Schools Coordinator submits report to CCHD. Seating charts are pulled for positive-case student. Principal notifies student's teacher(s). 	<ul style="list-style-type: none"> Principal informs nurse Nurse completes form for CCPH. Safe Schools Coordinator submits form to CCPH. Principal notifies staff. Name will not be released due to HIPAA laws. 	<ul style="list-style-type: none"> Principal or supervisor notifies campus nurse. Nurse completes form for CCPH. Safe Schools Coordinator submits form to CCPH. 	<ul style="list-style-type: none"> Nurse notifies attendance clerk Attendance clerk notifies teachers. Nurse obtains the positive result or quarantine form from CCPH. Teachers push out work to students. Nurse will provide individual COVID-19 Quarantine Return Instructions clarifying dates for each option.
FAMILY COMMUNICATION	<ul style="list-style-type: none"> 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. 	<u>Case specific:</u> Those who potentially had direct contact with COVID-positive employee are notified by principal or supervisor.	Communication occurs as the situation warrants.
RETURN	<p>All the following requirements must be met:</p> <ul style="list-style-type: none"> -Isolate for 10 days from onset of symptoms -At least 24 hours have passed since resolution of fever without fever-reducing medications -The individual has improvement of symptoms -Obtain documentation from CCPH clearing the individual to return to school 	<p>All the following requirements must be met:</p> <ul style="list-style-type: none"> -Isolate for 10 days from onset of symptoms -At least 24 hours have passed since resolution of fever without fever-reducing medications -The individual has improvement of symptoms -Obtain documentation from CCPH clearing the individual to return to school 	<p>All the following requirements must be met:</p> <ul style="list-style-type: none"> -Isolate for 10 days from onset of symptoms -At least 24 hours have passed since resolution of fever without fever-reducing medications -The individual has improvement of symptoms -Obtain documentation from CCPH clearing the individual to return to school 	<p>OPTION 1- Return after day 7 if NO SYMPTOMS developed and -Obtain a negative COVID-19 test result with proper documentation (Test not to be performed prior to Day 5), and -Mask and self-monitor through day 14 & -Quarantine Return Form must be signed and returned by parent/guardian. OR OPTION 2- Return after day 10 if NO SYMPTOMS developed and -Mask and self-monitor through day 14 & -Quarantine Return Form must be signed and returned by parent/guardian. OR OPTION 3- Return after day 14 if NO SYMPTOMS developed</p>

*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 or more minutes, or living in the same household as infected individual.