



STAYING SAFE & WELL TOGETHER

Supervisor Response to Potential or Confirmed COVID-19 Case Exposure

Employee consults with supervisor regarding COVID-19 situation

Employee has tested positive for COVID-19

YES

Employee should self-isolate and self-monitor for at least 10 days since symptoms first began or positive test date.

AND

Ask employee:

1. a.) If symptoms: when did they start?
b.) If no symptoms: why did you get a test?
c.) If neither apply: travel? Close contact concern?
2. When did you last appear on a TCUSD site?
3. Which sites/offices did you visit during the 48 hour period before your symptoms or positive test occurred?

Employee has potential symptoms of COVID-19

NO

YES

Employee should self-quarantine and is encouraged to contact health care provider.

Employee had close contact with someone who's tested positive for COVID-19

NO

YES

Employee should self-quarantine and self-monitor from the date of last contact. Return to work protocol will apply.

Employee is a close contact of someone who has symptoms and was exposed to COVID within 14 days.

NO

YES

Employee should self-quarantine and self-monitor while close contact awaits test results or symptoms improve.

Employee traveled outside of California.

NO

YES

Employee should self-quarantine and self-monitor from the date of return back into California. Return to work protocol will apply.

Employee is a close contact of someone who has symptoms and has no known exposure to COVID

NO

YES

If an employee has no symptoms and has not been in close contact with someone who has tested positive, employee reports to work as usual but can work remotely from home if applicable.

Employee learned of a positive case on site and wants to self-quarantine.

NO

YES

Inform employee that all close contacts of the individual who tested positive will be contacted. Refer them to TCUSD COVID POC. Employee should report to work as usual until further notice.

Employee can report to work but continue to self-monitor for symptoms. Employee must immediately report any symptoms/ changes in their health to supervisor.

NO

- ### Inform employee:
1. TCUSD COVID Point-of-Contact (POC) will follow up with more questions within 24 hours regarding your in-person recent contacts.
 2. Please allow district to do the contact tracing.
 3. All test results must be turned into supervisor or TCUSD COVID POC.
 4. Employees with COVID-19 related absences supported by appropriate documentation will receive paid leave or work-from-home accommodations.
 5. Directions to return to work will be sent via US mail within the next 5 days.

Fill out Covid Incident Form within two (2) hours of notification from employee: <https://forms.gle/Byp6oKcpWGsvTgRr6>

- ### From this point forward, TCUSD Covid Task Force will oversee:
1. Disinfecting of all involved sites/offices
 2. Contact tracing
 3. Communication to staff
 4. Return to work protocol
 5. Supervisor updates regarding evolving situation