

COVID Case Reporting

Oak Grove School District Employees

2022-2023 Reporting Process

OVERVIEW & PURPOSE

To maximize the health and safety at our District and to remain in compliance with [COVID-19 guidelines](#) from state and local public health offices, we are asking all OGSD employees to follow the practices below.

Testing positive for COVID-19

1. Stay home if you have tested positive for COVID-19
2. Notify your supervisor that you have tested positive
3. Contact our Interim COVID-19 case reporter, Nafeesa Nazari, at nnazari@ogsd.net
 - a. Copy your supervisor and Human Resources (vnavarro@ogsd.net for classified staff and substitutes or dtaniguchi@ogsd.net for certificated staff and managers)
 - b. Provide a picture or scan of your positive test results with name and date
 - c. Include the date your symptoms started or state you do not have symptoms
 - d. Include the date you were last at work
 - e. Include the names of any staff that you were less than 6 feet for longer than 15 minutes in total
 - f. Enter the absence in Frontline as personal sick leave
 - g. Human Resources may change the sick leave code to Supplemental Paid Sick Leave (SPSL) as applicable

Feeling ill or having COVID-19 symptoms

1. Stay home if you feel sick or have [COVID-19 symptoms](#) such as fever or new/unexplained symptoms
2. Go home, after notifying your supervisor, if you have COVID-19 symptoms after arriving to work
3. Stay home until 24 hours after resolution of fever and improvement in other symptoms and testing negative or a determination that testing is not needed

Testing for COVID-19

1. Using Over-the-counter FDA approved home tests are acceptable
2. Testing sites and resources can be found at www.sccfreetest.org
3. The District will have testing available through Campus Clinic at the District Office Mondays, Tuesdays, and Thursdays for employees only - See email to register with Campus Clinic for testing and times

Supplemental Paid Sick Leave (SPSL)

1. Employees have available up to 10 days for full time (pro-rated for part time employees) of SPSL leave from January 1, 2022 through September 30, 2022
2. Information may be found on our District website at [Departments-HR-Employee Info and Forms](#)