## Employee/Workplace Process Map for COVID-19

### Symptomatic & Positive at Home
- **Employee** has symptoms and tests positive while at home. **Employee** does NOT report to work. **Employee** notifies supervisor via phone call and/or text. **Employee** adds absence to AESOP as necessary. Contact Primary Care Physician.

- The supervisor contacts the School Nurse & Dr. Toles Torain, District COVID-19 Coordinator.
- The **employee** contacts the Human Resource (HR) department. The supervisor contacts the School Nurse & Dr. Toles Torain, District COVID-19 Coordinator.

- The school nurse will contact the Division of Public Health (DPH). Dr. Toles Torain, COVID Coordinator documents case. The HR department will provide guidance on returning to work and procedures that need to be followed.

- **Employee** should self-isolate and avoid public places. School Nurse conducts contact tracing for school related contacts.

- **Employee** must provide documentation from DPH clearing them to return to work to Barbara Austin in HR prior to returning to work.

### Symptomatic at Work or School
- Employee begins exhibiting symptoms while at work (refer to COVID-19 Health Screener that is completed each morning for the symptoms).

- **Employee** notifies supervisor and leaves work immediately and contacts their Primary Care Physician. The **employee** will be isolated if unable to leave the building immediately. Testing recommended.

- The employee contacts the Human Resource (HR) department. The supervisor contacts the School Nurse & Dr. Toles Torain, District COVID-19 Coordinator.

- The school nurse will contact the Division of Public Health (DPH) if necessary. Dr. Toles Torain, COVID Coordinator documents case. The HR department will provide guidance on returning to work and procedures that need to be followed.

- **Employee** should self-isolate and avoid public places. **Employee** awaits testing results and obtains a doctor's Return to Work note and submits it to Barbara Austin in HR.

### Asymptomatic & Positive
- **Employee** tests positive but has no symptoms.

- **Employee** does NOT report to work. **Employee** notifies supervisor via phone call and/or text. **Employee** seeks direction from Primary Care Physician.

- The employee contacts the Human Resource (HR) department. The supervisor contacts the School Nurse & Dr. Toles Torain, District COVID-19 Coordinator.

- The school nurse will contact the Division of Public Health (DPH). Dr. Toles Torain, COVID Coordinator documents case. School Nurse conducts contact tracing for school related contacts.

- **Employee** should self-isolate and avoid public places. They must obtain a doctor's Return to Work note and submit it to Barbara Austin in HR.

### Someone with Whom You Reside is Symptomatic or Positive
- **Employee** reports that someone at home has symptoms OR **someone at home** has tested positive.

- **Employee** notifies supervisor via phone call and/or text. **Employee** reports the contact with a positive case to DPH at 1-888-295-5156. DPH will make testing available for employees who may have been exposed.

- The employee contacts the Human Resource (HR) department. The supervisor contacts the School Nurse & Dr. Toles Torain, District COVID-19 Coordinator.

- The school nurse will contact the Division of Public Health (DPH) & Dr. Toles Torain, District COVID-19 Coordinator.

- **Employee** may be directed to self-isolate and monitor symptoms at home due to possible exposure.

### Experienced Prolonged Exposure
- In the past week, **Employee** reports prolonged exposure (6 feet or less, for more than 15 minutes) without a mask to someone who has tested positive.

- **Employee** notifies supervisor via phone call and/or text. **Employee** will be recommended to get tested while monitoring their symptoms using the Health Assessment Self-Screening Form.

- The supervisor contacts the School Nurse and Dr. Toles Torain, the COVID Coordinator. The employee contacts the HR Department.

- The HR department will provide guidance on returning to work and procedures that need to be followed.

- **Employee** may be directed to self-isolate and monitor symptoms at home due to possible exposure.