

## Guide to COVID-19 Issues: Principals/Program Managers/Site Administrators/Supervisors

You receive information about a student or employee who tested positive for COVID-19 on your campus

You receive information about a student or employee on your campus who went home sick

### STEPS YOU TAKE:

- Notify your site nurse for next steps. If unavailable please call your cluster nurse coordinator.
- If after hours and is a student, email information to [sdusdnursing@sandi.net](mailto:sdusdnursing@sandi.net)
- If after hours and is an employee, email employee, your site nurse, [sdusdnursing@sandi.net](mailto:sdusdnursing@sandi.net), labor specialist (Food Services only), and HRO with employee's name, ID, and contact information
- Please Note: Only close contacts need to go home to quarantine. The site or contact tracing nurse will help determine and notify any close contacts.

Nursing and Wellness contact tracing nurses will review completed forms, and follow up with employee for additional information, and will 'reply all' with Return to Work document, date employee may return, and comments as indicated.