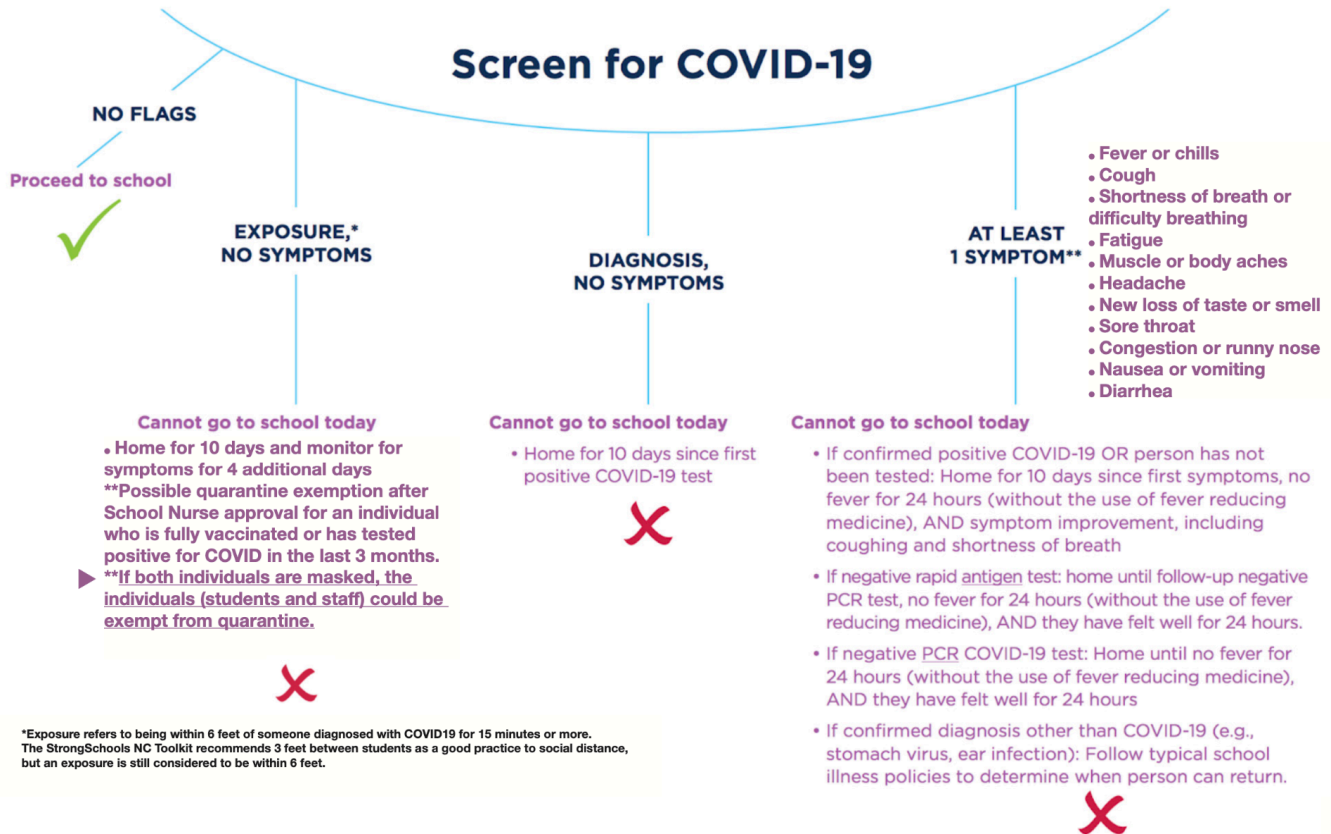


Staff Notification Flow Chart for COVID-19



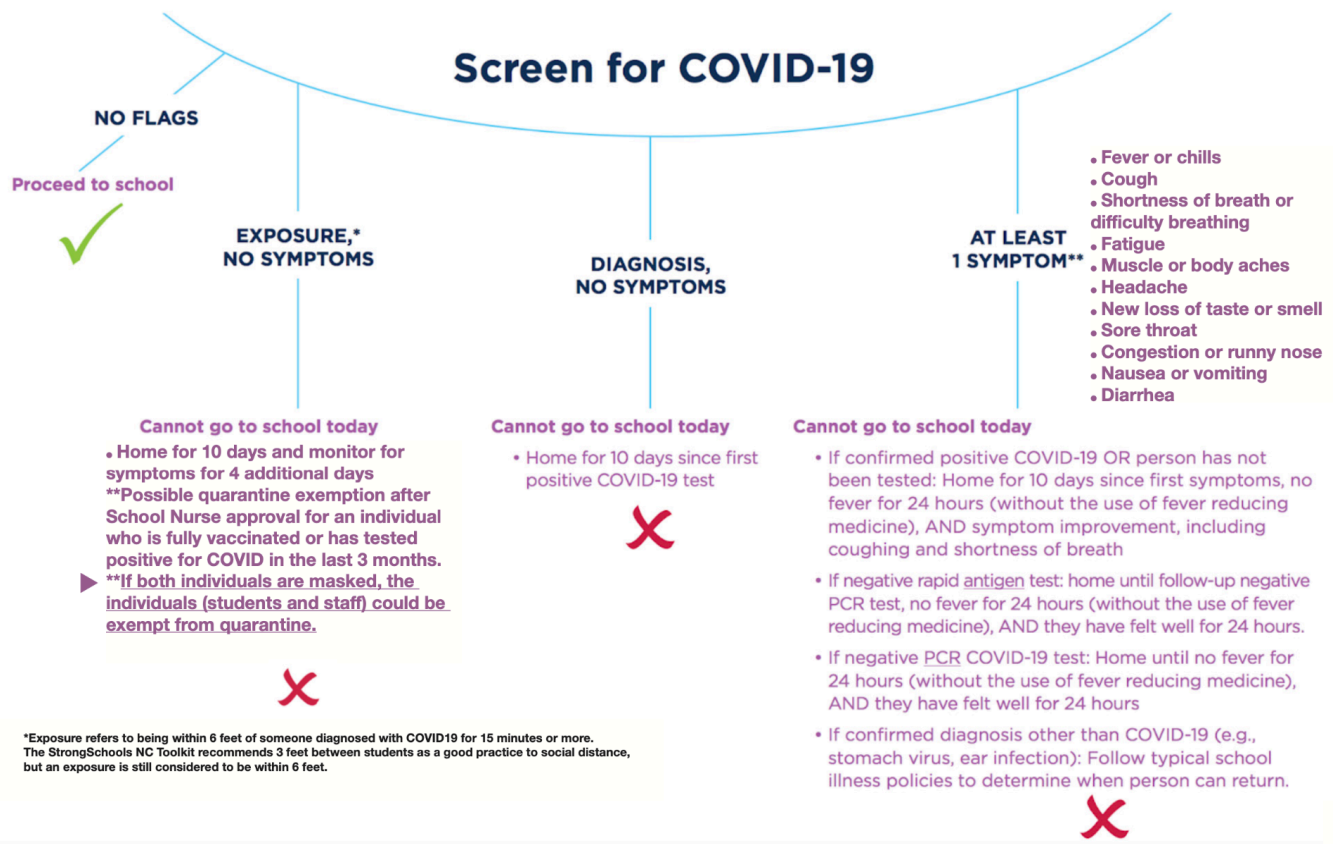
Notify the school nurse if you have been exposed, are symptomatic or have been diagnosed

Notify your supervisor/principal immediately if you answer YES to any of these:

- I have been exposed to COVID (Must not have any symptoms, provide proof of being fully vaccinated or positive COVID test results in the last 3 months in order not to be quarantined)
- I have been diagnosed with/tested positive for COVID
- I have at least 1 symptom listed above.

If you are at work and develop a symptom, notify your supervisor immediately and leave the premises. You must stay at home until the nurse contacts you with a Return-to-Work date.

Principal/Supervisor Notification Flow Chart for COVID-19 Staff



Notify the school nurse if you have been exposed, are symptomatic or have been diagnosed

Staff will notify you if:

- They have been exposed to COVID-19
- They have been diagnosed with/tested positive for COVID-19
- They have at least 1 symptom listed above.

Symptomatic staff should be instructed to leave the premises immediately and stay at home until the school nurse contacts them to collect more information. If identified as an exposure, they should contact the School Nurse to determine if they need to quarantine.

Principal/Supervisor:
Collect the following information from the staff member:
Name, DOB and Contact Information

The Principal/Supervisor will notify:

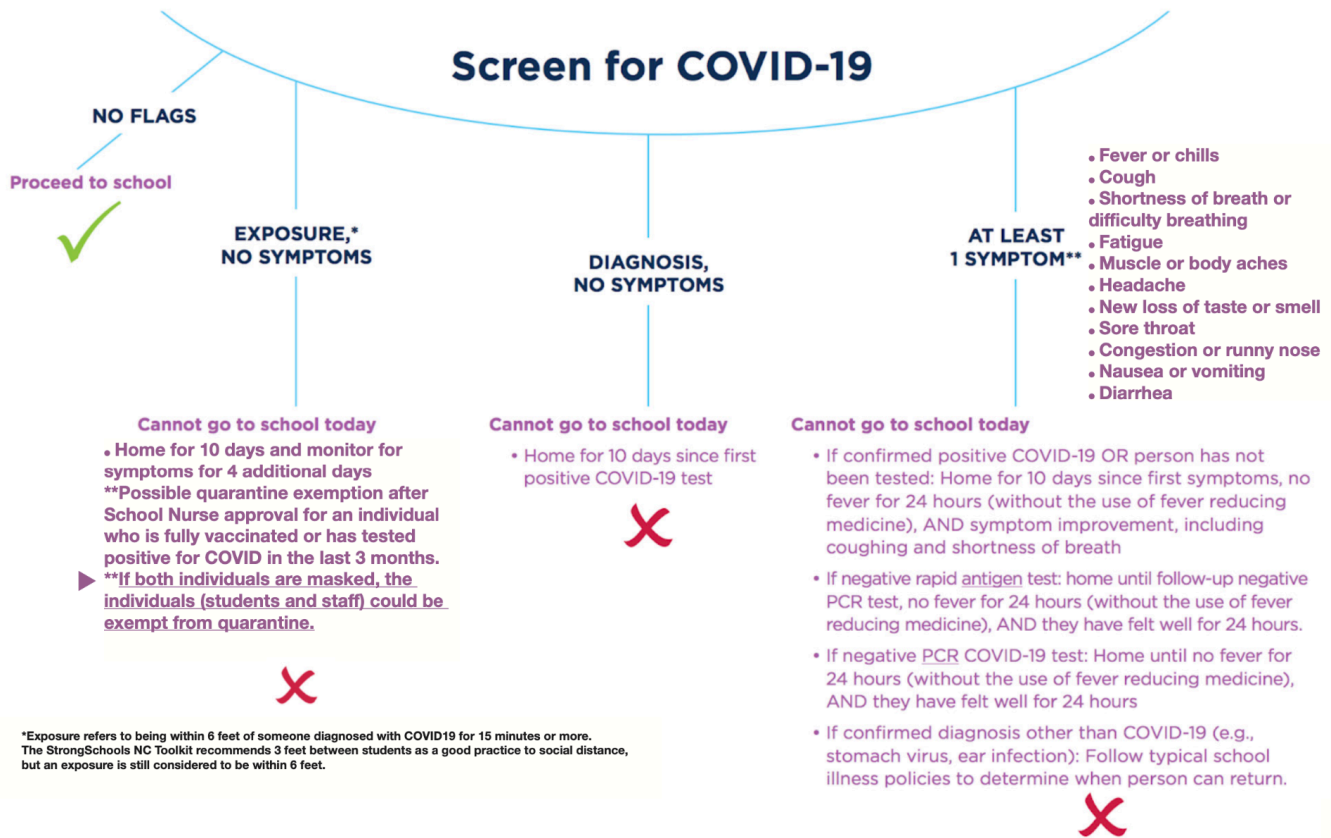
1. School Nurse:
 - When a staff member reports/develops symptoms or reports having been exposed to COVID, promptly notify the school nurse.
 - When a staff member reports having been diagnosed with COVID, immediately notify the school nurse.
2. Director/Central Office
3. Bob Acord/Charles Cooke/Kevin Herron
4. Kim Rudisill

The School Nurse will:

1. Contact the Health Department
2. Implement contact tracing
3. Work with the principal/supervisor to identify soft close contacts and inform those who may have been exposed.
4. 4. Work with the staff member to determine their safe return to work date.

The School Nurse will note the RETURN-TO-WORK date on the COVID-19 Tracking Sheet, and information will be shared with the Principal, Director and HR.

Student Athletes Notification Flow Chart for COVID-19



Notify the school nurse if you have been exposed, are symptomatic or have been diagnosed

Coaches/Trainers notify the School Nurse if a student athlete reports any of the following:

- I have been exposed to someone with COVID-19 (Must not have any symptoms, provide proof of being fully vaccinated or positive COVID test results in the last 3 months in order not to be quarantined)
- I have been diagnosed with/tested positive for COVID-19
- I have at least 1 symptom listed above.
- Student develops any symptoms while at practice*

*If a student develops symptoms at practice, the student must be removed from practice to an area away from others and provided with a disposable mask to wear if they do not have one. The coach or trainer will monitor the student until the family arrives. Staff will maintain physical distance at a minimum of six feet from the sick child. Areas used by the student if indoors will be closed, signs posted and not used until they have been cleaned and disinfected if possible.

The student must not return to practice until the student's parents have been contacted by the school nurse to determine a safe Return-to-Practice date.

Coach/Athletic Trainer Notification Flow Chart for COVID-19 for Athletes

**Athletic Trainer/Coach notifies the Principal and shares the following:
Student's Name, DOB and Parent/Guardian's Name and Contact Information**

The Principal will notify:

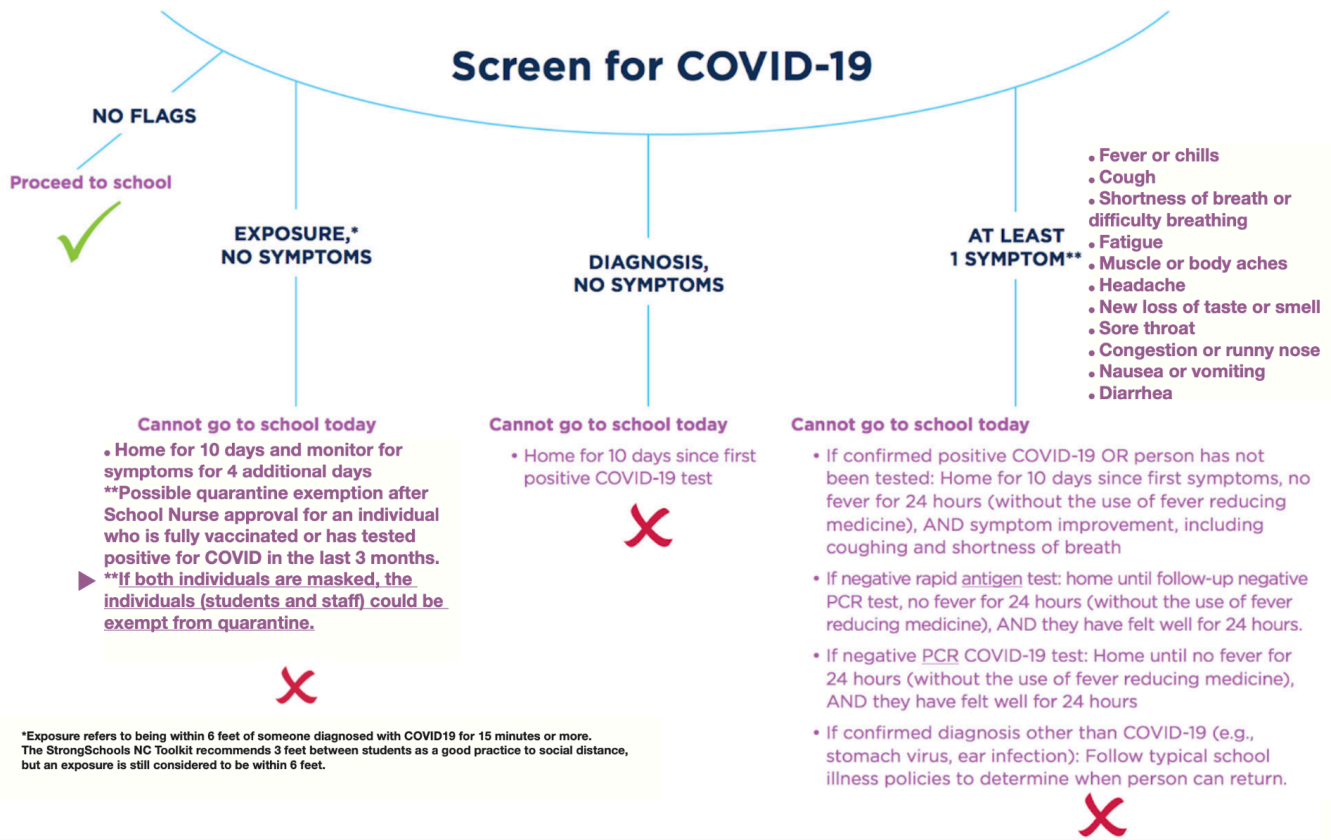
1. School Nurse:
 - When a student reports/develops symptoms or reports having been exposed to a person with COVID, promptly notify the school nurse.
 - When a parent reports they/their child have been diagnosed with COVID, call the school's nurse immediately.
2. Felicia Simmons
3. Bob Acord/Charles Cooke/Kevin Herron

The School Nurse will:

1. Contact the Health Department.
2. Implement contact tracing.
3. Work with Athletic Trainer/Coach to identify soft close contacts and inform those who may have been exposed
4. Work with the Athletic Trainer and family to determine the athlete's safe Return-To-Sports date.

The School Nurse will note the child's RETURN-TO-SPORTS date on the COVID-19 Tracking Sheet, and information will be shared with the Coach, Trainer, and Principal

Student Notification Flow Chart for COVID-19



Notify the school nurse if you have been exposed, are symptomatic or have been diagnosed

School Staff will contact their school nurse or COVID Coordinator (if the nurse is off campus) immediately when a child reports any of the following:

- I have been exposed to COVID-19
- I have been diagnosed with/tested positive for COVID-19
- Not feeling well or you notice the child has symptoms of illness

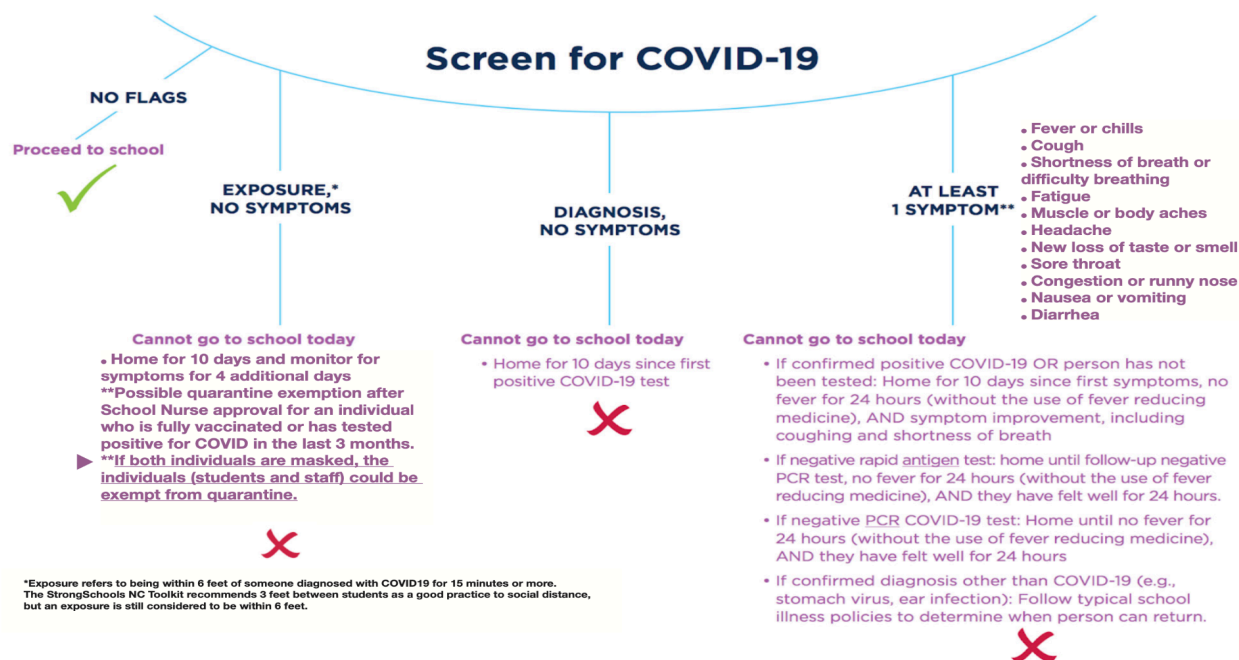
Notify the School Nurse (or COVID Coordinator if the nurse is off campus) immediately when a child develops symptoms at school and take the following actions:

- The child must be separated from the class and taken to the isolation/sick room.
- A nurse or COVID coordinator will monitor the child until the family arrives.
- Staff will maintain physical distance at a minimum of six feet from the sick child.

Please be prepared to share the student's name, DOB, parent/guardian's name and contact information.

The student will not return to school until the School Nurse contacts the family to determine a safe Return-To-School Date.

School Staff Notification Flow Chart for COVID-19 Student



Notify the school nurse if you have been exposed, are symptomatic or have been diagnosed

School staff will notify the School Nurse or the COVID Coordinator (if nurse not on campus) when a student reports any of the following:

- I have been exposed to COVID-19
- I have been diagnosed with/tested positive for COVID-19
- I am not feeling well or staff notices student is having any symptoms listed above.

Staff Person Collects:

Student's Name, DOB and Parent/Guardian's Name and Contact Information

The School Nurse will:

If your school nurse is off campus, contact your COVID Coordinator. The COVID Coordinator will contact the principal and the school nurse.

1. Contact Principal
2. Contact the Health Department.
3. Implement contact tracing.
4. Work with staff and principal to identify soft close contacts and inform those who may have been exposed.
5. Work with the family member to determine their safe Return-To-School date.

The Principal will notify:

1. Director/Central Office
2. Bob Acord/Charles Cook/Kevin Herron

The School Nurse will note the student's RETURN-TO-SCHOOL date on the COVID-19 Tracking Sheet, and information will be shared with the Principal.

