# COVID 19 EZ Sheet: Notification Guidance for Positive COVID 19 Cases

Measures to be taken when student or staff tests positive for COVID 19

#### Staff tests positive for COVID

- •Employee immediately quarantines and notifies supervisor and/or principal.
- •Employee notifies HR/Benefits (909)386-9562 or (909)386-9592 to discuss leave
- •If employee works at a district campus, SBCSS principal will notify the site principal.

### **Information Gathering**

- •HR/Benefits refers employee to COVID Liaison team for quarantine guidance.
- COVID Liaison team completes contact tracing
- COVID Liaison team sends a COVID Alert to HR, Benefits and Risk Management, so that exposure notices can be issued
- •COVID Liaison team reports positive cases to County Public Health Department, if applicable.

#### Notifications & Disinfection

- •Risk Management sends COVID Exposure Memo to Supervisor / Principal, Area Director, Union Representatives, and Facilities
- Facilities ensures that the building is disinfected
- Supervisor/Principal forwards the Memo to affected employees. Principals will also forward the Memo to district directors and related service providers that may be impacted.
- •If exposure occurs at a school site, Principal sends Exposure Letter to parents via AERIES
- COVID Liaison team emails supervisor advising employee will be out on quarantine
- COVID Liaison team notifies close contacts identified during contact tracing

# Student tests positive for COVID

- •Teacher notifies nurse and principal (for state preschools, teacher notifies the supervisor) of positive student, student is sent home to follow quarantine guidelines
- •Supervisor/Principal sends email to Joe Sanchez, Sandy Avina and Valerie Alanis with the subject: *COVID Positive Student - [Name of School]* annd include info:
- •Student name, DOB and address
- •Parent name & phone number
- •Date student tested positive for COVID19
- Last date student was on campus
- ·Name of School
- Room Number

#### Information Gathering

•Risk Management reports positive COVID-19 students to the County Public Health Department

#### Notifications & Disinfection

- •Risk Management sends COVID Exposure Memo to Principal, Area Director, and Union Representatives
- •Facilities ensures that the building is disinfected if it is an SBCSS building
- •Supervisor/Principal forward the Memo to affected employees. Principals will also forward the Memo to district directors, transportation and related service providers that may be impacted.
- •If exposure occurs at a school site, Principal sends Exposure Letter to parents via AERIES





# **Quarantine Guidelines for COVID 19 Positive Staff and Students**

#### **COVID** positive and symptomatic **COVID** positive and asymptomatic If individual tests positive for COVID 19 If individual <u>never</u> develops symptoms, they and develops symptoms, they can return to can return to work/school when both criteria are work/school when ALL 4 criteria are met: met: 1. At least 5 days have passed since 1. At least 5 days have passed since the symptom onset individual was tested 2. Individual tests on the 5<sup>th</sup> day from 2. Individual tests on the 5<sup>th</sup> day from the symptom onset, and test\* is initial test, and test\* is negative negative, 3. No fever is present If all criteria are met, the individual can return 4. Other symptoms are improving to work/school on the 6th day. If all criteria are met, the individual can return If the individual does not test a second time, or the to work/school on the 6th day. second test is positive the quarantine can end 10 days after the date they initially tested. If the individual does not test a second time as outlined in #2, or the second test is positive, the quarantine can end 10 days after symptom onset as long as all other criteria are met. If an individual has a fever, isolation must continue, and they may not return to work/school until fever resolves.

\*In order to be cleared for work, staff members should submit proof of negative test result to <a href="mailto:pandemicliaisonteam@sbcss.net">pandemicliaisonteam@sbcss.net</a>. Please do not use this email for student test results.

Symptomatic Staff	Symptomatic Students
If an employee believes they have symptoms	Some students may have preexisting conditions
related to COVID 19, but has not yet been	with symptoms similar to those caused by
tested, they should be referred for testing and	COVID 19. If a student presents with
advised to notify Benefits at (909)386-9562 or	symptoms, the nurse, principal, or supervisor
(909)386-9592. Please click <u>HERE</u> for more	will consider exceptions for students who have
information on testing available to staff.	proper documentation of pre-existing conditions
	before a determination is made to send the
	student home. If there is no documentation of a
	pre-existing condition on file, the teacher will
	notify the nurse and principal of the
	symptomatic student, and a determination will
	be made to send the student home.

For Questions Contact: Joe Sanchez, Director of Risk Management 909-386-9670 Source: www.cdph.ca.gov / CDPH K-12 school guidance / Title 8 CCR 3205

Revised Date: 01/13/2022