

# Staff COVID-19 Flowchart

## If You Have COVID-19 Symptoms:

Stay home or leave work IMMEDIATELY. Get tested, REGARDLESS of your vaccination status. Notify your supervisor and speak with a school nurse for guidance.

If the test is positive, isolate for 10 days from the first day of symptoms. Speak with a member of the Contact Tracing team to identify close contacts up to 48 hours before the onset of symptoms.

If the test is negative, speak with the school nurse to be cleared to return to work. You must also be free of fever, diarrhea, and vomiting for at least 48 hours without medications with improvement for 48 hours.

## If You Are Exposed to COVID-19:

If you are vaccinated AND no symptoms are present, no quarantine is required. If symptoms develop, stay home or leave work IMMEDIATELY. Testing is recommended 3-5 days after exposure, or sooner if symptoms develop.

If you are unvaccinated or are not fully vaccinated, quarantine for 10 days from the last date of exposure. Testing is recommended 3-5 days after exposure, or sooner if symptoms develop.

Notify your supervisor and speak with a school nurse for guidance. Provide your vaccination card to the school nurse for verification. If symptoms develop, testing is recommended.

If the test is positive, isolate for 10 days from the first day of symptoms or the date of the test, if no symptoms are present. Speak with a member of the Contact Tracing team to identify close contacts up to 48 hours before the onset of symptoms. Speak with the school nurse to be cleared to return to work.

If the test is negative and you are not fully vaccinated, and you have not developed any symptoms, you may return to work after the 10 day quarantine.

# Illness Reporting Guidelines For Staff With New COVID-like Symptoms

## Employee Responsibilities

1. Remain home and do not report to your school or work site.
2. Report illness to your immediate supervisor(s) or principal.
3. Speak with a school nurse for guidance. Return to work will be cleared by the nurse provided all criteria have been met. COVID Testing will be advised for all illnesses with new COVID-like symptoms.
4. Enter sick/disability time into Frontline.
5. Provide the nurse with test results. See Flowchart.

## Supervisor Responsibilities:

1. Ensure steps 1-5 Employee Responsibilities have taken place. Send an email to Covid.Staff@kckps.org with employee name, contact information and brief description of illness, if provided. A nurse will follow up within 24-48 hours.
2. If results are positive, the nurse and supervisor report results to their respective supervisors. Nurses will report positive results to the Health Services Coordinator and the COVID Resource Nurse within 30 mins of notification. The COVID Team will initiate contact tracing. Close contacts are identified and instructed to quarantine if unvaccinated, per local Health Department guidelines.
3. Once all close contacts have been notified of their exposure, the supervisor will complete the appropriate template(s) and email them to their direct supervisor and the Health Services Coordinator for approval. Building staff and the school community who were not exposed will receive courtesy notification through a notification letter or the district COVID Dashboard.

## Staff Exposure Reporting Guidelines

### Employee Responsibilities

1. See Flowchart to determine next steps based on exposure type.
2. If you are not vaccinated, or you are exhibiting symptoms, remain home and do not report to your school or work site.
3. Report exposure to your supervisor or principal.
4. Speak with a school nurse for guidance. Vaccinated individuals should provide the nurse with a copy of their vaccination record and email it to [Health.Services@kckps.org](mailto:Health.Services@kckps.org)
5. If you are exhibiting symptoms, testing is recommended. Provide the nurse with test results. If at any time following exposure, you experience symptoms, you are presumed positive regardless of vaccination status or test results.
6. Enter sick/disability time into Frontline. If it is determined by the Contact Tracing Team that the COVID illness was directly linked to a confirmed workplace exposure, their leave will be covered by District-paid Quarantine Leave. If it is not determined to be a workplace exposure, the absence will be subject to the employee's sick/disability leave.
7. Complete a 10-day quarantine from the last date of exposure.
8. Staff who are exposed to a positive household family member must quarantine for a minimum of 10 days from the last date of exposure.
9. Return to work will be cleared by the nurse provided all criteria have been met.

### Supervisor Responsibilities:

1. Ensure steps 1-9 from Employee Responsibilities have taken place. Send an email to Covid.Staff@kckps.org with employee name, contact information and brief description of illness, if provided. A nurse will follow up within 24-48 hours.
2. If the employee tests positive for COVID-19, the nurse and supervisor report results to their respective supervisors. Nurses will report positive results to the Health Services Coordinator and the COVID Resource Nurse within 30 mins of notification. The COVID Team will initiate contact tracing if applicable.
3. Once all close contacts have been notified of their exposure, the supervisor will complete the appropriate letter template(s) and email them to their direct supervisor and the Health Services Coordinator for approval. Building staff and the school community who were not exposed will receive courtesy notification through a notification letter or the district COVID Dashboard.