



COVID-19: Testing & Reporting Guidelines

What if...	Immediate Actions	Communication
<p>Someone has symptoms: A student or staff member has COVID-19 symptoms, answers "yes" to a health screening question, or has a temperature of 100.0 or above</p>	<ul style="list-style-type: none"> • Send home & stay home • Get tested 	<ul style="list-style-type: none"> • Supervisor will Email Covid19line@esuhsd.org to inform HR of stay home directive • HR will contact staff member • Staff member enters absence into Smart Find Express (SFE) • Staff will email Covid19line@esuhsd.org with test result

What if...	Immediate Actions	Communication
<p>Someone else is positive for COVID-19: A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Send home & stay home • Get tested • Need to quarantine, even if you test negative, for a full 14 days • Notify school administration or direct supervisor 	<ul style="list-style-type: none"> • Supervisor will Email Covid19line@esuhsd.org to inform HR of stay home directive • HR will contact staff member and send Close Contact with Covid-19 Letter • Staff member enters absence into Smart Find Express (SFE)

<p>Your Test is Negative</p>	<p>Remain in quarantine for a full 14 days:</p> <ul style="list-style-type: none"> • (1) date of last exposure to COVID-19 positive non-household contact or • (2) date that COVID-19 positive household member 	<ul style="list-style-type: none"> • Staff will email Covid19line@esuhsd.org with test result
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What if...	Immediate Actions	Communication
<u>A Student or Staff Tests Positive for COVID-19</u>	<ul style="list-style-type: none">• Send home & stay home if not already quarantined• Isolate for 14 days after symptoms onset OR 7 days after resolution of symptoms, whichever is longer.• If never symptomatic, isolate for 14 days after positive test.• School-based close contacts identified and instructed to Test & Quarantine for 14 days• Notify school administration or direct supervisor• Human Resources will notify Public Health Department	<ul style="list-style-type: none">• Supervisor will Email Covid19line@esuhsd.org to inform HR of stay home directive <p>or</p> <ul style="list-style-type: none">• Staff will email Covid19line@esuhsd.org test results including a copy of the positive test result• HR will contact staff member and send appropriate letters regarding: <i>Household Member or Close Contact with COVID-19 Case and/or Covid-19 Case in Our Community</i>• Staff member enters absence into Smart Find Express (SFE)• Staff will email Covid19line@esuhsd.org with negative test result including a copy of the negative test results.•