# COVID-19: Testing & Reporting Guidelines

## What if... 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

<table>
<thead>
<tr>
<th>Immediate Actions</th>
<th>Communication</th>
</tr>
</thead>
</table>
| • Send home & stay home  
• Get tested | • 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... 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

<table>
<thead>
<tr>
<th>Immediate Actions</th>
<th>Communication</th>
</tr>
</thead>
</table>
| • 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 | • 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)  
• Staff will email Covid19line@esuhsd.org with test result |

## Your Test is Negative

| Remain in quarantine for a full 14 days:  
• (1) date of last exposure to COVID-19 positive non-household contact or  
• (2) date that COVID-19 positive household member completes their isolation regardless of test results | • Staff will email Covid19line@esuhsd.org with test result |
## What if…

<table>
<thead>
<tr>
<th>What if…</th>
<th>Immediate Actions</th>
<th>Communication</th>
</tr>
</thead>
</table>
| **A Student or Staff Tests Positive for COVID-19** | • 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 | • Supervisor will Email [Covid19line@esuhsd.org](mailto:Covid19line@esuhsd.org) to inform HR of stay home directive  
or  
• Staff will email [Covid19line@esuhsd.org](mailto:Covid19line@esuhsd.org) test results including a copy of the positive test result  
• HR will contact staff member and send appropriate letters regarding: *Household Member or Close Contact with COVID-19 Case* and/or *Covid-19 Case in Our Community*  
• Staff member enters absence into Smart Find Express (SFE)  
• Staff will email [Covid19line@esuhsd.org](mailto:Covid19line@esuhsd.org) with negative test result including a copy of the negative test results. |