COVID-19: Testing & Reporting Guidelines

What if…	Immediate Actions	Communication
Someone has symptoms: A student or staff member has COVID-19 symptoms, answers "yes" to a health screening question, or has a temperature of 100.4 or above	• 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…	Immediate Actions	Communication
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	• Send home & stay home • Get tested • Need to quarantine, even if you test negative, for a full **10 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)
Your Test is Negative	Remain in quarantine for a full **10 days**: • (1) date of last exposure to COVID-19 positive non-household contact or • (2) date that COVID-19 positive household member	• Staff will email Covid19line@esuhsd.org with test result

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What if...	Immediate Actions	Communication
A Student or Staff Tests Positive for COVID-19	• Send home & stay home if not already quarantined • Isolate for **10 days after symptoms onset OR 7 days after resolution of symptoms**, whichever is longer. • If never symptomatic, isolate for 10 days after positive test. • School-based close contacts identified and instructed to Test & Quarantine for 10 days • Notify school administration or direct supervisor • Human Resources will notify Public Health Department	• Supervisor will Email Covid19line@esuhsd.org to inform HR of stay home directive or • 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: *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 with negative test result including a copy of the negative test results.