**Symptomatic**

**Employee**
Reports symptoms or failure of self-screen to supervisor.

**Employee**
Must meet return to work criteria* before returning to work.

**See criteria**

*If employee tests positive for COVID-19*

Please proceed with the lab-confirmed portion of this document.

**Possible close contact**

**Employee**
Is not wearing a face covering.

**Employee**
Can come back as early as 7 days, with a negative PCR lab-confirmed test result taken on or after their 5th day of isolation.

**Employee**
Can return to work.

**Possible close contact**

**Employee**
Is wearing a face covering.

**Employee**
Can come back after 10 days of isolation.

**Employee**
Must meet return to work criteria** before returning to work.

**See criteria**

**Lab-confirmed COVID-19 positive**

**Employee**
Reports test results to supervisor and campus nurse.

Employee can contact HR to explore leave options.

**Campus: Employee identifies possible close contacts to nurse/admin POC.

Nurse/admin POC fills out COVID Tracker and alerts BCHD.

**Cleaning services notified and campus deep cleaned.

**Employee**
Reports symptoms or failure of self-screen to supervisor.

**Principal**
Emails entire staff and students on campus.

**Principal**
Completes notification letters (all staff & close contact, if needed) and sends to CLO.

**Cleaning services**

Notified and campus deep cleaned.

**Employee**
Reports test results to supervisor and campus nurse.

Employee can contact HR to explore leave options.

**Campus**

Employee identifies possible close contacts to nurse/admin POC.

**Nurse/admin POC**

Fills out COVID Tracker and alerts BCHD.

**Campus staff**

Communication.

**Supervisor**

Calls executive leader/CLO or CAAG-level admin.

**Principal**

Compltes notification letters (all staff & close contact, if needed) and sends to CLO.

**Principal**

Emails entire staff and students on campus.

**Return to work criteria**

- 24 hours with no fever;
- Symptoms improved; AND
- 10 days since 1st symptom;

**OR**

- Obtain an acute infection test that comes back negative for COVID-19;

**OR**

- A doctor's note indicating an alternate diagnosis

**Updated January 5, 2021**

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