

COVID19 NOTIFICATION FLOWCHART

The following flowchart must be implemented when a student or staff member has been tested or plans to test for COVID19:

(Revised 8/11/2020)

NOTIFY SCHOOL ADMINISTRATION

If an Employee/Student plans to have the COVID-19 test administered or has already had it administered, they should immediately notify the school administrator.



NOTIFY LEAD NURSE/SCHOOL NURSE

Once the school administrator is notified by the student's parent(s) or staff, administration must notify the lead nurse/school nurse.

- If student and/or staff member has been tested, they must be self-isolated at home until results are determined.
- Test results will determine whether the individual should remain at home.

NOTIFY SUPERINTENDENT

Lead Nurse will notify superintendent.



INFORMATION GATHERING

The lead nurse/school nurse will contact student's parents or employee to begin information gathering. If person is an Elmore County employee, they will follow the COVID-19 Employee Leave Guidelines. www.elmoreco.tedk12.com/records/

- Information gathering consists of a series of questions to include the following:
 - initial date of symptoms
 - when the person plans to test
 - testing date
 - date of testing results
- A significant part of information gathering is whether the individual has been closer than 6 feet for longer than 15 minutes.

After information gathering is completed, a determination will be made whether additional steps are warranted. For example, individuals within the same household may need to be self-isolated. If test results are positive, they will need to follow the ADPH guidelines.

Based on ADPH and CDC guidelines, here are the current suggestions:

- Employee/Student has tested positive or is symptomatic but not tested
 - Self-isolate at least 10 days from onset of symptoms and
 - At least 1 day (24 hours) fever free without the use of fever-reducing medication;
 - Improvement of respiratory symptoms (e.g., coughing, runny nose, etc.)
- Employee/Student was symptomatic but tested negative
 - Self-isolate at home for 14 days
- Employee/Student has close contact with a positive person (within 6 feet for more than 15 mins.) but not symptomatic
 - Self-isolate at home for 14 days
- Employee/Student had close contact with a positive person (within 6 feet for more than 15 mins.) and is symptomatic but not tested
 - Self-isolate at home for 14 days



Communicate to ADPH/ALSDE designated contact and impacted groups of the situation as necessary.



ACTIVATE DISINFECTANT/CLEANING PROTOCOL

The outcome of information gathering will determine whether the entire school must be closed for disinfecting or just the individual areas.



SUPERINTENDENT UPDATE

Lead Nurse provides an update to superintendent with timeline of events.