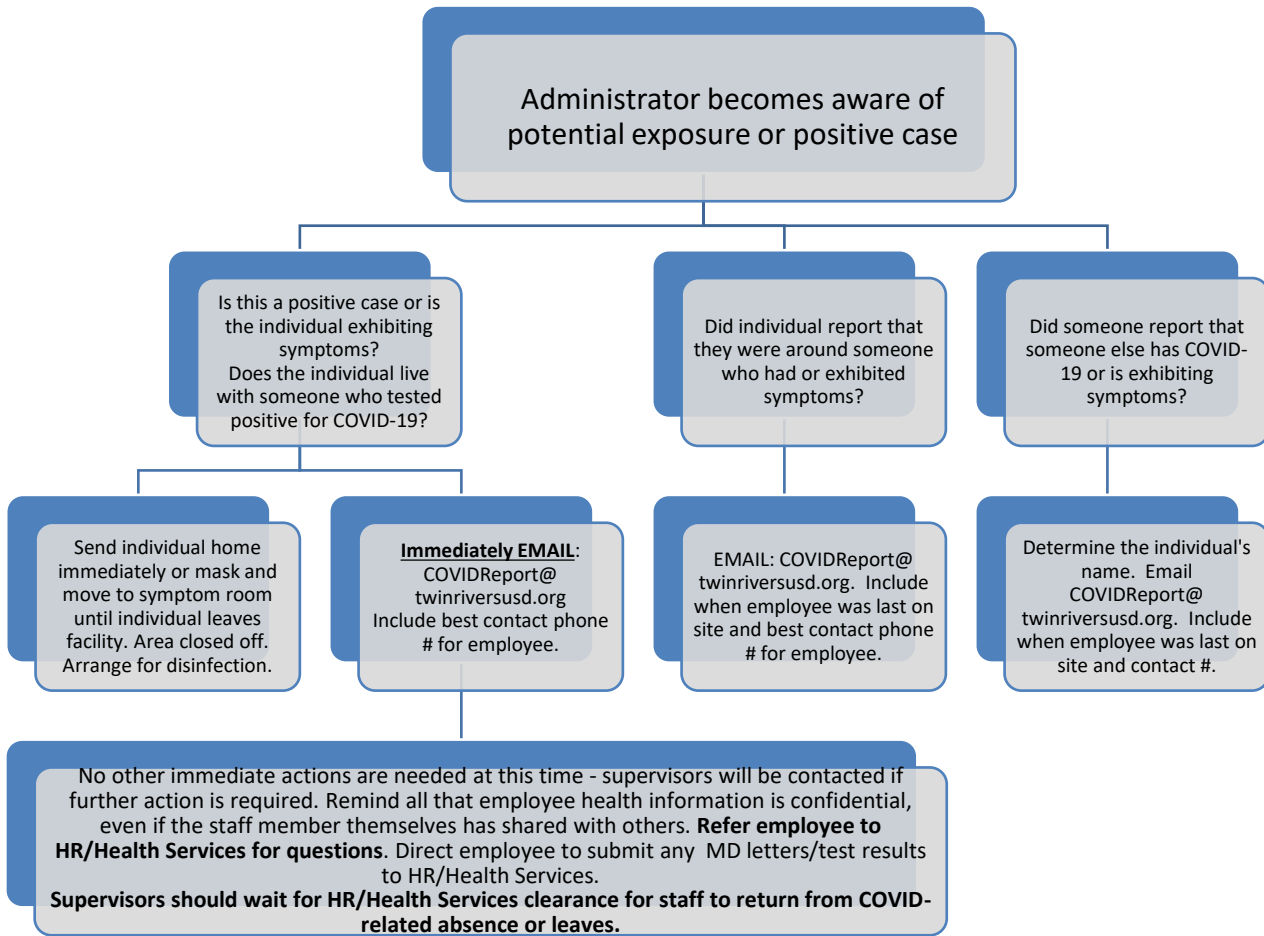


Staff COVID Contact Tracing & Procedure Flowchart



Follow Up Steps for Staff Contact Tracing

Health Services

- Coordinator will assign a school nurse to begin contact tracing support work.
- School nurse will contact employee to get contact tracking information.
- School nurse will consult with coordinator to determine if SCPH consult warranted
- Coordinator or school nurse will call SCPH if indicated for guidance
- If no actions are recommended, HR/Health Services will inform staff member and supervisor.

Human Resources & Health Services

- If further actions are advised, the employee will be called by school nurse to review applicable CDC/SCPH guidance.
- Staff member and supervisor will be notified by HR and Health Services in writing through the dedicated COVID Report email of guidance with follow up instructions.

Health Services

- Health Services tracks dates for return to work and follows up with staff as needed.
- Health Services notifies HR when employee is cleared medically to return to in-person work.
- Health Services refers all leave/HR questions to HR.