

REPORTING OF COVID-19 ILLNESS, SYMPTOMS OR EXPOSURE -
STAFF PROCEDURE - September 2020

Employees who test positive for COVID-19, HAVE COVID 19 SYMPTOMS (not related to another condition) OR THINK THEY HAVE BEEN EXPOSED TO COVID 19 should *remain at home* and:

1. **Notify their Principal/Supervisor AND Human Resources.** The principals/supervisor should tell the employee that a district nurse will contact them to follow up on the district procedure, answer any questions, etc. When a Marysville School District employee has tested positive for COVID-19, they will be notified by the health department and directed in regards to quarantine requirements.
2. The principal/supervisor should then report the employee name and contact number to their building nurse (not HRA) or Julie Goble, RN, District Nurse @ 360-965-2059, or 425-350-0793.
3. The health department is responsible for the contact tracing. It is important to know that close contacts include:
 - * Living in the same household as a sick person with COVID-19
 - * Caring for a sick person with COVID-19
 - * Being within 6 feet of a sick person with COVID-19 for about 15 minutes or more, OR
 - * Being in direct contact with secretions from a sick person with COVID-19 (i.e., being coughed on, kissing, sharing utensils, etc.)
4. The health department will notify the close contacts of the employee who tested positive for COVID-19 and place them on quarantine.
5. Employees identified as close contacts will notify their supervisor, Human Resources, and the district nurse regarding the dates of their quarantine and the date they may return to work (if they have not developed symptoms).
6. The district nurse will notify the custodial services manager to ensure all potentially infected areas are disinfected. District maintenance team will determine when the building will be closed.
7. Supervisors do not have to notify any other staff members. This is part of the contact tracing done by the health department and the district nurses.
8. Employers should maintain the confidentiality of any employees testing positive for COVID-19 or those identified as close contacts as required by the Americans with Disabilities Act (ADA).
9. District will communicate regarding building closure.