Absence notification flowchart

Student or Staff

- Symptoms
- Possible Exposure
- Positive Test Results

Site

Contact tracer

Absence Notification Plan to COVID-19
If an employee has:

- **Symptoms**
  - self screens or reports symptoms in the district screening, they will need to immediately quarantine (follow ESD Illness and Quarantine Guideline)
  - Immediately notify their site of their absence and date of symptom onset
  - Contact a physician for further guidance

- **Possible Exposure**
  - Become aware of possible exposure to a confirmed COVID-19 case or have traveled out of the state or country
  - Immediately quarantine (follow ESD Illness and Quarantine Guideline)
  - Immediately notify their site of their absence and inform of date of exposure
  - Contact a physician for further guidance

- **Positive Test Results**
  - Have been advised to test and receive positive test results
  - Immediately isolate (follow ESD Illness and Quarantine Guideline)
  - Immediately notify their site of their absence and inform the date the test was taken
  - Follow the guidance provided by testing agency
A notified site will
- Document dates of:
  - Symptom onset
  - Exposure date to positive COVID-19 case or date of return into state of California
  - When the test was taken
- Evaluate coverage for absent employee
- Contact Contact Tracer
Symptomatic Positive COVID-19 Test Results

Contact tracer will:
- Evaluate work to assign for student or coverage for absent employee
- Confirm employees is quarantining/isolating
- Log reported information by site

Contact Tracer will:
- Inform student/staff of absence details
  - Assigned tasks
  - Or what leave options are available
- Discuss next steps and if needed engage in contact tracing

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