



- This process will be instituted as soon as the information is confirmed by the building Nurse.
- Staff will be informed by the building administrator if considered a close contact based on the Maine DOE [Standard Operating procedure](#).
- If a building is identified for deep cleaning all staff will be instructed to work remotely. The Facility Director will notify the building principal when staff may return to the building. (Expected time frame of 1 to 2 days in most cases.)
- **Confidentiality reminder:** Personal identifying information will only be disclosed to those who need to know. It is a mandate to protect student and staff information in such situations under [FERPA](#) and [HIPAA](#).