SCENARIO 1:
Student or Staff Exhibits One or More Symptoms

**Student or Staff exhibits any COVID-19 symptoms**
- Individual exhibits one or more symptoms or a temperature of 100.0 or higher.

**Site or Department Administrator**
- Immediately mask and isolate student/staff member and send them home.
- Gives isolation instructions to student/staff member and instructs them to get tested.
- Immediately notifies COVID-19 Designee.
- Ensures all required cleaning protocols are completed.
- Distributes communication forms/letters as directed by COVID-19 Designee.
- Ensures student/staff stays home until permitted to return to school/work.

**COVID-19 Designee¹**
- Works with Site/Department Administrator to provide instructions for isolation until test results return.
- Provides Site/Department Administrator with appropriate forms/letters for communications (students/staff).
- Advises Facilities/Site Administrator on required cleaning.
- Works with Site/Department Administrator to track test results.
- Based on test results, follows Test Result Decision Tree actions and advises Site/Department Administrator.
- If staff member, notifies HR administrator.

**If individual is a staff member:**

**HR Administrator¹**
- HR Administrator contacts staff member to discuss isolation conditions & leave options.
- HR Administrator maintains communication with the Site/Department Administrator and Superintendent Designee regarding test results and when staff member can return to work.

¹Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.