SCENARIO 3: Student or Staff Member Tests Positive for COVID-19 in a NON-Cohort Setting

Site or Department Administrator

- If student/staff member on site, immediately mask, isolate, and send them home.
- Gives isolation instructions to student/staff member.
- Works with COVID-19 Designee to identify all close-contact students/staff, who must follow the quarantine steps that correspond to the scenario in which close contact occurred.
- Sends home, if applicable, any close contacts on campus. Provides each contact with the quarantine directions that apply to the situation, whether the contact is vaccinated and whether masks were worn during the exposure.
- Ensures all required cleaning protocols are completed.
- Distributes communication forms/letters as directed by Superintendent Designee.
- Ensures all students/staff complete isolation/quarantine, as directed, before returning to school/work.

COVID-19 Designee\(^1\)

- Works with Site/Department Administrator to provide isolation instructions or quarantine directions.
- Provides Site/Department Administrator with appropriate forms/letters for communications (students/staff).
- Advises Facilities/Site Administrator to perform required cleaning.
- Works with Site/Department Administrator to identify and report school-based cases and close contacts to the SPOT Portal within twenty-four hours of notification of the student/staff testing positive.
- Works with Site/Department Administrator to track the test results of close contacts.
- Based on test results, follows Test Result Decision Tree actions and advises Site/Department Administrator.
- If staff member, notifies HR administrator.

HR Administrator\(^1\)

- HR Administrator contacts staff member to discuss isolation or quarantine instructions & leave options.
- HR Administrator maintains communication with the Site Administrator and Superintendent Designee regarding the recommended quarantine steps and guidance.
- HR Administrator collaborates with Superintendent Designee and Site/Department Administrator to identify school-based close contacts.

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