



# THE LAUREL SCHOOL DISTRICT

## Employee/Workplace Process Map for COVID-19

### Lab Confirmed Positive COVID-19

### Symptoms at School

### Contact Exposure with confirmed + COVID 19 or Symptomatic person until confirmed – COVID (Contact exposure is < 6 feet for more than 15 minutes)

#### Employee Responsibility

- Contact supervisor via text, phone, or email.
- Contact Human Resources: Dr. Rick Evans at [Richard.Evans@laurel.k12.de.us](mailto:Richard.Evans@laurel.k12.de.us) or 302-875-6118
- Contact DPH at 888-295-5156
- Contact PCP / 911 especially for severe symptoms
- Provide Return to work documentation per DPH to Dr. Rick Evans (H.R.)

#### Employee Responsibility

- Notify Supervisor immediately and report to school nurse's office for evaluation
- Remain in isolation location until able to leave the school building
- Contact PCP 888-295-5156
- Testing recommended
- Contact PCP / 911 especially for severe symptoms
- Provide return to work documentation PCP may provide if no COVID testing or if Negative COVID test. IF test is positive must receive clearance from DPH

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- Contact DPH at 888-295-5156
- Testing recommended
- Contact PCP / 911 especially for severe symptoms
- Provide Return to work documentation from DPH or PCP

#### Supervisor Responsibility

- Notify building school nurse
- Notify COVID Coordinator(s) Kathleen Kenney at 302-388-3684 or Denise Parsons at 302-381-6713

#### Nurse Responsibility

- Contact DPH at 888-295-5156
- Notify COVID Coordinator(s) Kathleen Kenney at 302-388-3684 or Denise Parsons at 302-381-6713

#### Supervisor Responsibility

- Notify the school nurse
- Notify COVID Coordinator(s) Kathleen Kenney at 302-388-3684 or Denise Parsons at 302-381-6713

#### HR Responsibility

- Provide guidance on return to work
- Provide guidance on procedures to follow
- Receive work excuses

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**COVID Coordinator responsibility: Document cases, work with School Nurse on DPH contact, collaborate with H.R. on DPH recommendations and return to work advice**