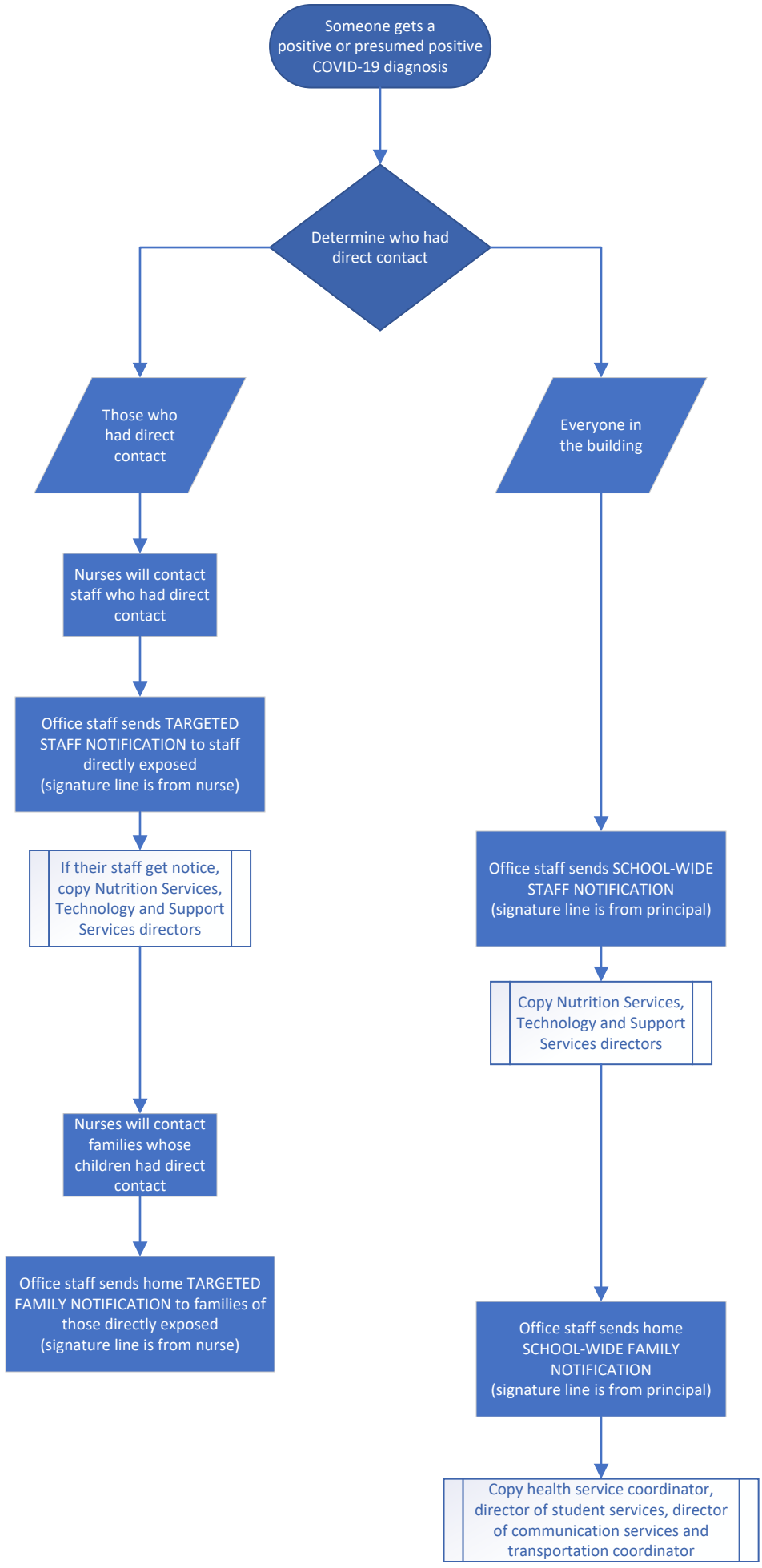
Someone gets a positive or presumed positive COVID-19 diagnosis
Determine who had direct contact
Those who had direct contact
Everyone in the building
Nurses will contact staff who had direct contact
Office staff sends TARGETED STAFF NOTIFICATION to staff directly exposed (signature line is from nurse)
If their staff get notice, copy Nutrition Services, Technology and Support Services directors
Nurses will contact families whose children had direct contact
Office staff sends home TARGETED FAMILY NOTIFICATION to families of those directly exposed (signature line is from nurse)
Office staff sends SCHOOL-WIDE STAFF NOTIFICATION (signature line is from principal)
Copy Nutrition Services, Technology and Support Services directors
Office staff sends home SCHOOL-WIDE FAMILY NOTIFICATION (signature line is from principal)
Copy health service coordinator, director of student services, director of communication services and transportation coordinator