

Step-By-Step Procedures for COVID-19 Reporting

Students and Staff who test positive for COVID-19

- 1) A staff member or student informs the school that they have tested positive.
- 2) Contact Mr. Showalter immediately showalmj@myscps.us
- 3) Administration will document dates of test and list any individuals who may have been in close contact to the positive person that day and the previous 2 days.
- 4) School Administration will inform the staff member or student when they are able to return to school.
- 5) Staff member or student will be assigned to Seminole Connect during quarantine period
- 6) Symptomatic positive COVID-19 persons should self-isolate for at least 10 days from the date first positive test was taken irrespective of future negative tests results.
- 7) School will contact quarantined persons at the end of the quarantine period to ensure person is well enough to return.

Students and Staff have COVID-19 symptoms

- 1) A staff member or student informs the school they have COVID-19 symptoms.
- 2) Contact Mr. Showalter immediately showalmj@myscps.us
- 3) Students who are on campus are escorted by an adult to the COVID clinic. Staff members will be removed from the classroom.
- 4) Staff/Student information will be documented to include the student/teacher in that classroom who have been exposed to that student, that day and the previous 2 days.
- 5) Staff/Student will be sent home and should self-isolate for at least 10 days.
- 6) Staff/Student accommodations will be made during the quarantine period.
- 7) School will contact quarantined persons at the end of the quarantine period to ensure person is well enough to return.

Symptoms

Fever (over 100), chills, shortness of breath/difficulty breathing, new cough, new loss of taste/smell

Exposure (Close contact)

Being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

The Department of Health and School Administration will work together to determine the need for school exclusion and re-entry dates.