

COVID-19 Communication Protocol and Tool Kit



COVID-19 Communication Protocol – Flowchart

Step 1

Final Draft as of 12.11.2020

COVID-19 Verification of CLOSE Contact Flow Chart {Exhibit A}

Step 2

Confirm COVID (+) with Campus Nurse

Questions to ask employee who is COVID (+) {Exhibit B}

Date: 1.) When was the last day you were on campus?

Location: 2.) What areas of your work place did you visit? Describe your routine the last day you were on campus.

Contacts: 3.) Who did you come in contact with and how long were you in contact with that person(s)? Were you wearing a mask?

Follow-up as necessary.

Employee must self-isolate for 14 days

Identify all close contact (Follow the steps below)

Step 3

Employee submits positive COVID results to Principal immediately
Complete and submit **Verification of Close Contact Form** (Nurse/Designee) **{Exhibit C}**Email: COVID19@bisd.us and <u>MUST CALL</u> Carmelita Rodriguez at HR
Copy: Area Administrator and Jason Moody in Public Relations

Step 4

Communicate with Staff and/or Parents

A.) Campus e-mail staff to notify them of a confirmed positive COVID case and contact tracing has begun {Exhibit D}

B.) Official Memo to Principal from Jason Moody {Exhibit E}

Step 5

A.) HR confirms close contact must isolate 14 days and test B.) If employee does not meet close contact continues to work and has the option to test C.) Secure affected areas and disinfect as per BISD protocols

Step 6

After isolation (14 days) must get cleared by HR Department to report to work

