To be considered exposed to COVID-19, you need to have close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for a total of 15 minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

Sunshine Cottage School Employee/Workplace Process Map for COVID-19

Employee has symptoms and tests positive or suspected to have COVID-

Employee reports while at school/work

reports while at home

Employee reports to school nurse and leaves to get medical care or call 911 if life threatening symptoms. Isolate if unable to immediately leave building.

Notify your supervisor, and supervisor will report to the school nurse.

Nurse will provide guidance of when the employee can return to work.

Employee should contact their primary care physician. Self-isolate at home for 10 days from symptom onset and experience at least 72 hours of no fever without fever-reducing medication.

Employee has symptoms and tests positive or suspected to have COVID-19

Employee reports to supervisor and supervisor notifies nurse.

Nurse will provide guidance of when the employee can return to

Employee should contact their primary care physician. Self-isolate and avoid public spaces for 10 days since testing positive.
Employee can return to work after 10 days of self-isolation if no symptoms develop.

Employee reports someone at home has symptoms OR someone at home has tested positive.

Employee reports to supervisor and supervisor notifies nurse.

Nurse will provide guidance of when the employee can return to work.

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 14 days. Employee should monitor for symptoms and contact primary care physician if they develop. Employee has prolonged exposure to someone who has symptoms

Employee reports to the school nurse.

Nurse will provide guidance of when the employee can return to work. Employee reports someone in their home or workplace was exposed to someone who tested positive or has symptoms

If the someone at home or workplace is not symptomatic, but just "exposed", continue working. No need to selfisolate.

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 14 days. Employee should monitor for symptoms and contact primary care physician if they develop.

Sunshine Cottage Student Process Map for COVID-19

Student reports they are positive for COVID-19 OR reports they have symptoms of COVID-19

Student notifies their teacher and remains home for 10 days from positive test results

The student may return to campus after 10 days have passed from positive test result and/or 10 days have passed from symptom onset and at least 72 hours have passed with no fever, without the use of fever-reducing medication and improving symptoms.

Student reports one or more symptoms BEFORE entry to building using screening tool

Teacher collects
completed screening
tool and advises student
they may not enter the
building. Student should
contact their primary
care physician for
guidance.

The student may return to campus after 10 days have passed from symptom onset and at least 72 hours have passed with no fever, without the use of fever-reducing medication and improving symptoms.

Student reports experiencing one or more symptoms of COVID-19 while during the school day

Send to nurse immediately, nurse will isolate, notify parents, follow COVID. Student reports someone at home has symptoms OR someone at home has tested positive

This would be

considered prolonged exposure to someone with COVD-19 or symptoms of COVID-19. Student remains home, reports to teacher and teacher reports to nurse. There is no need to notify staff or students regarding this scenario. Student should contact their primary care physician for guidance and remain home to selfisolate, monitor for symptoms and avoid public spaces for 14 days.

Student reports someone in their home was exposed to someone who tested positive or has symptoms

If the someone at home is not symptomatic, but just "exposed", student may come to school and participate in school activities No need to self-isolate or notify any staff or students.

Teacher identifies any other students or staff who were present in the same class/group on the last day the student who tested positive was present.

Teacher will report those persons to the nurse.

Campus Admin will send written notification of possible exposure to all staff and parent/guardian of students who were exposed, and nurse will call or email class.

All student and staff who were exposed will be excluded from campus activities for 14 days from date of last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop.