

D120 COVID Step-by-Step Guidance

This document is intended as a resource to help staff members know what steps to follow in some of the possible COVID-related situations. Not ALL situations are represented in this document. Please contact Shane McCreery (smccreery@d120.org) with any questions.

What do I do if....	
I have one or more symptoms of COVID, but feel well enough to work?	Someone who lives in my household has one or more symptoms of COVID?
<ul style="list-style-type: none"> <input type="checkbox"/> Work from home. <ul style="list-style-type: none"> <input type="checkbox"/> If too sick to work, mark "COVID Unable to Work" in Frontline. <input type="checkbox"/> If able to work, mark "COVID Able to Work" in Frontline. <input type="checkbox"/> Notify your supervisor & HR. <ul style="list-style-type: none"> <input type="checkbox"/> If the symptom is related to a known or previous diagnosis, a doctor's note may be needed to continue working in the building. <input type="checkbox"/> Contact your healthcare provider - if a COVID test is necessary they will provide you with further information on testing sites. <ul style="list-style-type: none"> <input type="checkbox"/> Lake County COVID-19 Testing Centers 	
I was in close contact with someone who tested positive?	
<ul style="list-style-type: none"> <input type="checkbox"/> Stay home. <ul style="list-style-type: none"> <input type="checkbox"/> If too sick to work, mark "COVID Unable to Work" in Frontline. <input type="checkbox"/> If able to work, mark "COVID Able to Work" in Frontline. <input type="checkbox"/> Quarantine for 14 days after last exposure. <input type="checkbox"/> Notify supervisor and HR. <ul style="list-style-type: none"> <input type="checkbox"/> The Principal will email building staff and contact potential close contacts. <input type="checkbox"/> The Principal will notify cleaning staff of what rooms need to be deep cleaned. <input type="checkbox"/> Contact your healthcare provider - if a COVID test is necessary they will provide you with further information on testing sites. <ul style="list-style-type: none"> <input type="checkbox"/> Lake County COVID-19 Testing Centers 	
I tested positive for COVID?	Someone who lives in my household tested positive for COVID?
<ul style="list-style-type: none"> <input type="checkbox"/> Stay home. <ul style="list-style-type: none"> <input type="checkbox"/> If too sick to work, mark "COVID Unable to Work" in Frontline. <input type="checkbox"/> If able to work, mark "COVID Able to Work" in Frontline. <input type="checkbox"/> Quarantine for at least 10 days since the date you tested positive. <input type="checkbox"/> Wait for clearance from the Lake County Health Department and/or your medical professional. <input type="checkbox"/> Confirm with HR that you are cleared to return to work. <ul style="list-style-type: none"> <input type="checkbox"/> If symptoms emerge, must stay home for 10 days since symptoms started AND 24 hours of no fever (without fever-reducing medication) AND symptom improvement. <input type="checkbox"/> If you live with someone or are the caregiver for someone who tests positive your 14 day quarantine period starts at the end of the 10 day COVID positive individual's quarantine. This would be a total of 24 days. <input type="checkbox"/> Notify supervisor and HR. <ul style="list-style-type: none"> <input type="checkbox"/> The Principal will email building staff and contact potential close contacts. <input type="checkbox"/> The Principal will notify cleaning staff of what rooms need to be deep cleaned. 	