

COVID Step-by-Step Guidance

This document is intended as a resource to help District staff members know what steps to follow in some of the more common COVID-related situations.

This document was updated on February 17, 2021 to reflect new LCHD guidance.

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?

- Stay home and notify your supervisor and HR.
 - If too sick to work, mark “COVID Unable to Work” in Frontline.
 - If able to work, mark “COVID Able to Work” in Frontline.
- Contact PediaTrust or your healthcare provider to schedule a COVID-19 test. **If the test is negative you may return to work.** You no longer need to also have a doctor’s note.
 - [Lake County COVID-19 Testing Centers](#)
- If one or more persons in your household also has symptoms all members of your household will need to test negative prior to your return to work.
- If you choose not to be tested you will need to quarantine for 10 days.

I was in close contact with someone who tested COVID positive?

I was in close contact with someone who is suspected of being COVID positive?

- Stay home and notify your supervisor and HR.
 - If too sick to work, mark “COVID Unable to Work” in Frontline.
 - If able to work, mark “COVID Able to Work” in Frontline.
- Quarantine for **10** days after last exposure to the positive or suspected positive individual.
 - The Principal will email building staff and contact potential close contacts.
 - The Principal will notify cleaning staff of what rooms need to be deep cleaned.
- Contact PediaTrust your healthcare provider - if a COVID test is necessary they will provide you with further information on testing sites.
 - [Lake County COVID-19 Testing Centers](#)

I tested positive for COVID?

Someone who lives in my household tested positive for COVID?

- Stay home and notify your supervisor and HR.
 - If too sick to work, mark “COVID Unable to Work” in Frontline.
 - If able to work, mark “COVID Able to Work” in Frontline.
- Quarantine for 10 days since the date you tested positive.
 - The Principal will email building staff and contact potential close contacts.
 - The Principal will notify cleaning staff of what rooms need to be deep cleaned.
- If you live with someone or are the caregiver for someone who tests positive your 10 day quarantine period starts at the end of the 10 day COVID positive individual’s quarantine. This would be a total of **20** days.
- Prior to returning to work confirm with HR that you are cleared to return.