



Baldwin County School District  
COVID-19 Reporting Protocols for Employees

**Voluntary Testing**

Employees who are asymptomatic and chose to take a COVID-19 test, should contact HR at 478-456-0096 and SHOULD NOT report to work until the test results are returned.

**Employee Illness**

*If an employee feels ill with COVID-19 symptoms prior to reporting to work - then **STAY HOME***

Step 1. Employee contacts immediate supervisor before reporting to work

Step 2. Supervisor notifies Judi Battle, HR at 478-456-0096

Step 3. Judi Battle makes contact with employee to review leave options and discuss next steps following The Department of Public Health guidelines.

**Symptoms** include coughing, sneezing, runny nose, fever, shortness of breath, sore throat, congestion, nausea, diaherra

**Symptoms of Coronavirus**

**Non-Emergency Protocol**

*If an employee feels ill with COVID-19 symptoms after reporting to work - then*

Step 1. Employee notifies floater /monitor to cover class (if applicable)

Step 2. Employee removes himself/herself from their work location and goes to the COVID-19 designated location within the building

Step 3. Employee notifies immediate supervisor from the designated location within the building

Step 4. Employee leaves the campus

Step 5. Supervisor then notifies Judi Battle, HR at 478-456-0096

Step 6. Judi Battle makes contact with the employee to obtain additional information, review leave options and discuss next steps

**If You are Sick with COVID-19 or if You Think You Have Been Exposed**

## **Emergency Protocol**

*If an employee falls ill with COVID-19 symptoms **after reporting to work** - then*

- Step 1. Employee makes every effort to buzz the front office for assistance
- Step 2. Front office then radios supervisor and school nurse to the location of the employee
- Step 3. School nurse should assess if emergency medical responders should be called to the location
- Step 4. Supervisor contacts Judi Battle, HR 478-456-0096 to assist responders with family emergency contact information
- Step 5. Judi Battle makes contact with employee when the employee is stable to obtain additional information, review leave options and discuss next steps

## **When to Call 911**

### **Employee Exposed to COVID-19 by Close Contact**

*Close contact is defined as **You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.** If the employee is **not at work** and becomes aware of the exposure (close contact with an individual with a confirmed case of COVID-19), then*

- Step 1. Employee should not report to work.
- Step 2. Employee should notify immediate supervisor
- Step 3. Supervisor then notifies Judi Battle, HR at 478-456-0096
- Step 4. Judi Battle makes contact with employee to obtain additional information, review DPH guidelines, discuss leave options and discuss next steps
- Step 5. Department of Public Health Contact Tracing protocols will be implemented. Employee(s) identified as having close contact with the employee who has tested positive will be contacted by HR.

## **What to Do if You Were Exposed to Someone with COVID-19**

### **Employee Exposed to COVID-19 by Close Contact**

*Close contact is defined as **You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.** If the employee is **at work** and becomes aware of direct exposure (contact with an individual with a confirmed case of COVID-19), then*

- Step 1. Employee reports to the designated location within the building and notifies immediate supervisor
- Step 2. Supervisor then notifies Judi Battle, HR at 478-456-0096
- Step 3. Employee will be asked to leave the building
- Step 4. Judi Battle makes contact with employee to obtain additional information, provide DPH testing information guidelines, review leave options and discuss next steps
- Step 5. Department of Public Health Contact Tracing protocols will be implemented. Employee(s) identified as having close contact with the employee who has tested positive will be contacted by HR.

## **What to Do if You Were Exposed to Someone with COVID-19**

### **Employee has been exposed to COVID-19 by Indirect Contact**

*If the employee is **at home or at work** and becomes aware of the indirect exposure (exposure through a third person contact), then*

- Step 1. Employee should notify his/her immediate supervisor
- Step 2. Supervisor then notifies Judi Battle, HR at 478-456-0096
- Step 3. Judi Battle makes contact with the employee to obtain additional information and provide DPH information guidelines on self-monitoring and instructions if the employee begins to display symptoms.
- Step 4. An employee who has had indirect contact will continue to report to work unless he/she begins to display symptoms.

### **Employee Tests Positive for COVID-19**

*If the employee is **not at work** and receives a positive test result for COVID-19, then*

- Step 1. The employee should not report to campus.
- Step 2. The employee should notify his/her immediate supervisor.
- Step 3. Supervisor then notifies Judi Battle, HR at 478-456-0096
- Step 4. Judi Battle makes contact with the employee to obtain additional information, explain leave options and required documentation. Judi Battle will work with the employee and his/her supervisor to develop a return to work plan.
- Step 5. Department of Public Health Contact Tracing protocols will be implemented. Employee(s) identified as having close contact with the employee who has tested positive will be contacted by HR.

### **Home Isolation Protocol**

#### **Employee Tests positive for COVID-19**

*If the employee is **at work** and learns of a positive test result for COVID-19, then*

- Step 1. The employee should report to the designated area in the building to notify his/her immediate supervisor.
- Step 2. The employee will be asked to leave the building.
- Step 3. Supervisor then notifies Judi Battle, HR at 478-456-0096
- Step 4. Judi Battle makes contact with the employee to obtain additional information, explain leave options and required documentation. Judi Battle will work with the employee and his/her supervisor to develop a return to work plan.
- Step 5. Department of Public Health Contact Tracing protocols will be implemented. Employee(s) identified as having close contact with the employee who has tested positive will be contacted by HR.

### **Home Isolation Protocol**