

# EL DORADO COUNTY OFFICE OF EDUCATION

## COVID-19 Staff Reporting Checklist



### Staff Reporting Checklist

#### If you are a close contact of someone who has tested Positive for COVID-19 or when you have COVID-19 Symptoms

A close contact is defined by CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

### Checklist when at home

### Checklist when at work

<p>If you are confirmed positive for COVID-19, or have come into close contact with someone who is confirmed positive for COVID-19, or are experiencing any <a href="#">of these COVID-10 symptoms</a>, please follow the following protocol:</p>	<p>If you start to feel any of <a href="#">these COVID-19 symptoms</a> while you are at work, please follow the following protocol:</p>
<ol style="list-style-type: none"> <li>1. Fill out the EDCOE Employee COVID-19 Daily Self-Screening form that is sent to your email.</li> </ol>	<ol style="list-style-type: none"> <li>1. If you are at work and start to feel any COVID-19 symptoms, immediately tell your supervisor.</li> </ol>
<ol style="list-style-type: none"> <li>2. Follow directions at the completion of the Daily Self-Screening form. If you check you have been exposed to someone who is positive, or you are positive, or you have COVID-19 symptoms, the screening form will direct you to stay home from work.</li> </ol>	<ol style="list-style-type: none"> <li>2. Go home immediately and monitor symptoms. You cannot go to work until you have gone 24 hours with no symptoms.</li> </ol>
<ol style="list-style-type: none"> <li>3. Wait to receive a phone call from Personnel to gather more information from you. Personnel will then, in coordination with the EDCOE School Nurse and County Health, determine next steps for you. Personnel will notify you of your quarantine period if one is required.</li> </ol>	<ol style="list-style-type: none"> <li>3. If the next morning you still have symptoms, fill out the EDCOE Employee COVID-19 Daily Self-Screening form that is sent to your email.</li> </ol>
<ol style="list-style-type: none"> <li>4. If you are asked to stay home, please report your absence through your department's designated absence reporting procedures.</li> </ol>	<ol style="list-style-type: none"> <li>4. Wait to receive a phone call from Personnel to gather more information from you. Personnel will then, in coordination with the EDCOE School Nurse and County Health, determine next steps for you. Personnel will notify you of your quarantine period if one is required.</li> </ol>
<ol style="list-style-type: none"> <li>5. If you did not receive a daily self-screening, first check your junk mail and clutter folders. If you still do not see it, please contact LuAnn Lantsberger in Personnel Services <a href="mailto:llantsberger@edcoe.org">llantsberger@edcoe.org</a></li> </ol>	<ol style="list-style-type: none"> <li>5. If you did not receive a daily self-screening, first check your junk mail and clutter folders. If you still do not see it, please contact LuAnn Lantsberger in Personnel Services <a href="mailto:llantsberger@edcoe.org">llantsberger@edcoe.org</a></li> </ol>
<ol style="list-style-type: none"> <li>6. If you have further questions, please contact LuAnn Lantsberger in Personnel Services at (530) 295-4533 or at <a href="mailto:llantsberger@edcoe.org">llantsberger@edcoe.org</a></li> </ol>	<ol style="list-style-type: none"> <li>6. If you have further questions, please contact LuAnn Lantsberger in Personnel Services at (530) 295-4533 or at <a href="mailto:llantsberger@edcoe.org">llantsberger@edcoe.org</a></li> </ol>