

## SPVUSD COVID-19 PROTOCOL

### *Employee develops COVID-19 symptoms, or has close contact with someone who has tested positive or employee tests positive for COVID-19*

1. DO NOT report to work if you are feeling sick or flu-like symptoms
2. Contact HR/DO at Ext 2000 or 2097 or [reportcovid19@spvUSD.org](mailto:reportcovid19@spvUSD.org). If it is after hours or on a weekend; email. HR/DO will follow up on the next business day
3. HR/DO completes Employee Symptom Questionnaire over the phone: during conversation HR/DO will ask employee the names of possible *close contact or potential exposure*. ***Close contact is defined as being 6 ft or closer for a period of 15 minutes or more, starting two days before the individual with confirmed or suspected COVID-19***
  - a. Form includes questions such as: symptoms, names of other employees, classroom numbers, all areas used/visited.
  - b. Last date on campus
  - c. Use of District vehicles
4. HR/DO arranges the following:
  - a. If employee is at home, instructs to stay at home
  - b. If employee is at work, send home immediately
  - c. Employee is always encouraged to contact Health Department (Yuma or Imperial), for further guidance
5. HR/DO notifies team of possible/potential positive case and work together to clean and disinfect affected areas
6. HR/DO notifies site and their representative via email of possible case
7. **DO NOT ENTER** signs are posted on ALL possible infected areas. The District takes employees safety very serious and treats “potential” cases as positive and cleans/disinfects reported areas as a precautionary measure. Rooms are closed for a period of at least 24 hours
8. HR/DO starts Contact Tracing Form. ALL employees who were listed on the Employee Symptom Questionnaire are contacted by phone. At this time HR/DO determines the following:
  - a. No further action is needed or
  - b. If employee must quarantine for 14 days (includes weekends and holidays); or
  - c. If an outbreak has occurred. Outbreak is defined as three or more cases **linked** to each other
9. HR/DO reports positive case to Imperial County Public Health Department ICPHD via portal; including names on Contact Tracing Form. Health Department reviews and follows up with district and/or employees if needed.
10. HR/DO is in continuous communication with employee; their rights under FFRCA, the use of SL or other leaves is explained
11. After all cleaning and disinfecting is complete; HR/DO informs sites (principal) that **DO NOT ENTER signs can be removed** and staff may return to their working areas
12. Before returning to work; employee must sign a statement that he/she has been free of symptoms; for more than 72 hours. The district cannot ask employees for a negative test; but the employee may choose to provide negative results

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