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Reopen.  
Stay Safe.**

## **Supervisor Protocol C20.1 EMPLOYEE WITH COVID-19**

The online version of this protocol is official. Therefore, all printed versions of this document are unofficial copies.

### **1.0 SCOPE**

The purpose of this standard operating procedure is to ensure that principals and supervisors respond appropriately when an employee tests positive for COVID-19 or has been exposed to someone with a lab-confirmed case of COVID-19 or may be exhibiting symptoms of COVID-19. The procedure also is designed to ensure that principals and supervisors notify central administration in a timely manner if an employee has a doctor or public health verified case of COVID-19 so appropriate public health protocols may be followed to safeguard other staff and students while also protecting the privacy of the individual employee. The scope of this procedure is districtwide and includes all personnel.

### **2.0 RESPONSIBILITY**

- 2.1** The following person may be contacted on a routine basis in relation to this procedure:

Yvetta Grier, Director of Health Services & Nursing  
Phone: 336-370-8325w/336-709-9515c  
Fax: 336-370-2320  
Email: griery@gcsnc.com

Denise Patterson, EdD, Chief of Student Services  
Phone: 336-378-8800 (wk)/336-339-6653(c)  
Fax: 336-370-2320  
Email: patterd@gcsnc.com

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## 3.0 APPROVAL AUTHORITY

- 3.1 Sharon L. Contreras, PhD, Superintendent of Schools
- 3.2 Nora Carr, EdD, Chief of Staff

## 4.0 DEFINITIONS

- 4.1 COVID-19 – Illness caused by the novel (new) coronavirus identified in 2019. Symptoms can include cough (new), shortness of breath, difficulty breathing, fever, chills, headache, stomach ache, upset stomach and vomiting, new loss of taste, loss of smell, among others.
- 4.2 Verified – The diagnosis of COVID-19 has been confirmed by the employee’s healthcare provider or public health.

## 5.0 GUIDELINES

- 5.1 Any employee tested (due to concerns about exposure or symptoms) and/or diagnosed with COVID-19 by his/her healthcare provider and/or by public health must notify his/her supervisor immediately.
- 5.2 Supervisors/principals must instruct employees with COVID-19 symptoms or lab-confirmed test results to go home immediately and contact their healthcare provider.
- 5.3 School building Principals must contact their School Nurse immediately via their cell phone regarding positive cases. If unable to reach the school nurse, supervisors should call the Guilford County School Health program at 336-641-3896.
- 5.4 Supervisors/principals should call Yvetta Grier, Director of Health Services & Nursing, for additional guidance regarding next steps.
- 5.5 Yvetta Grier, Director of Health Services & Nursing  
Phone: 336-370-8325/w 336-709-9515c  
Fax: 336-370-2320  
Email: griery@gcsnc.com

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- 5.6** Employees may be required to stay home (isolate) in accordance with public health guidelines.
- 5.7** Supervisors should refer employees to Alan Hooker, Director of Benefits, for more information about their options for leave and benefits.
- 5.8** Public Health will complete contact tracing and share the information with Supervisors and the Director of Health Services regarding employees who may have been exposed to one or more individuals with a lab-confirmed case of COVID-19.
- 5.9** Supervisors/Principals should ensure that employees who have tested positive for COVID-19 or who may have been exposed to someone with a lab-confirmed case of COVID-19 to isolation or quarantine for the time period imposed by Public Health. Asymptomatic individuals who are fully vaccinated (currently 14 days past a final shot) do not have to quarantine if exposed to someone with a confirmed case of COVID-19.

  - 5.9.1.1** This documentation must be shared by Supervisors/Principals with Human Resources and placed in the employee's personnel file in Human Resources (not departmental or school). In keeping with state law, employees must be notified each time a document is added to their personnel files.
- 5.10** Supervisors should direct their employees to contact Alan Hooker, Director of Benefits for more information regarding leave options and benefits.  
Phone: 336-370-8348; 336-336-370-8349  
Fax: 336-370-8924
- 5.11** Supervisors should contact John Simmons, Senior Executive Director of Building Services, regarding the appropriate COVID-19 cleaning protocols.  
Phone: (336) 370-2387w; 336-669-9891  
Email: simmonj@gcsnc.com
- 5.12** Employee Supervisors/Principals should notify the following individuals:

  - a. School Support Officer/Cabinet-level Supervisor (chiefs)
  - b. School Support Officers must notify the Chief of Schools
  - c. School Support Officers/Chiefs will coordinate communications with

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Student Services, District Relations, Public Health and Supervisor/Principal.

- 5.13** If the affected employee is the Building Manager/Supervisor/Principal, the SSO or chief must handle the notifications outlined in this protocol.
- 5.14** Other required notifications are as follows:
- i. Chief of Student Services notifies Superintendent of Schools.
  - ii. Chief of Student Services notifies Chief of Staff.
  - iii. SSOs notify the Chief of Schools.
  - iv. Principals notify SSOs, Health Services & Nursing and HR.
- 5.15** Verbal notifications by Employee Supervisors, Leadership Council Members or Chiefs, including phone calls, must be followed in writing via email the same day, including evenings and weekends. Written notification does not require names. The employee's work location must be included. If the employee is working remotely, that must be noted as well. Emails may be sent to COVID19@gcsnc.com.
- 5.16** Contact tracing is a private process. As part of local, state and federal laws, an employee's personal information may not be released to the public or shared with individuals who may have come in contact with the infected employees. Employees are prohibited from disclosing confidential information out other employees.
- 5.17** A cluster in the workplace often generates employee and public interest. Notification will be provided when the purpose of the notice is to control spread of the infection and protect those who have been potentially exposed. As with other infectious diseases, public health takes the lead on employee, parent and public notifications in partnership with GCS Health Services & Nursing.
- 5.18** Supervisors/Principals are responsible for the appropriate notifications of COVID-19 cases to ensure appropriate steps have occurred.
- 5.19** The GCS Director of Health Services & Nursing and Director of Benefits will be responsible for maintaining the appropriate documentation and records in their department/area.

- 5.20** As with all infectious diseases, Public Health will take the lead on employee and parent communications. If Public Health indicates that letters and/or information must be sent to employees and parents, the Chief of Student Services or Human Resources will work with public health and the school/building manager/appropriate chief to prepare and distribute the materials.
- 5.21** The Executive Director of Building Services will notify the custodian(s) to follow the appropriate cleaning and sanitation procedures for the affected areas.
- 5.22** Failure to report positive employee cases of COVID-19 in a timely and accurate manner could result in personnel action, including but not limited to suspension and/or dismissal.

## 6.0 ASSOCIATED DOCUMENTS

- 6.33 COVID-19 Cleaning Products

## 7.0 RECORD RETENTION TABLE

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
C20.1	One Drive	5 years	NA	NA

## 8.0 REVISION HISTORY

<u>Date</u>	<u>Rev.</u>	<u>Description of Revision</u>
NA	NA	NA

**\*\*\* End of Work Procedure \*\***