



COVID-19 Decision Tree - EMPLOYEES

YES

SYMPTOMS

NO

SYMPTOMS

- Symptoms**
- Fever (99°F or higher)
 - Loss of smell or tast
 - Cough
 - Muscle aches
 - Sore throat
 - Shortness of breath
 - Chills
 - New or unusual headache
 - Nausea, vomiting, diarrhea or loss of appetite

- EMPLOYEE WILL**
1. Notify administrator(s) and stay home or if at school, go home immediately
 2. Contact physician and follow medical care
 3. Obtain COVID-19 Test and complete DOSP Contact Tracing Form
- ADMINISTRATOR WILL**
1. Contact Pastor and President
 2. Work with employee to complete DOSP Contact Tracing Form

If Employee Tests Positive

- EMPLOYEE WILL**
1. Notify administrator of result
 2. Continue medical care as instructed by physician
 3. Return to school only after:
 - 72 hours have passed since recovery (No fever and improvement of respiratory symptoms) AND 14 days have passed since symptoms first appeared
- OR**
- 2 negative COVID tests given 24 hours apart (copy of results to administrator)
- ADMINISTRATOR WILL**
1. Notify Pastor and President
 2. Notify employees and students listed on the Contact Tracing Form.
 3. Notify the health department and adhere to the specific guidelines that they will provide.
 4. Send general communication to staff and parent community

If Employee Tests Negative

- EMPLOYEE WILL**
1. Notify Administrator of result (copy of results to administrator)
 2. Continue medical care as instructed
 3. Return to school after 24 hours have passed since recovery (No fever and general improvement of symptoms)
- ADMINISTRATOR WILL**
1. Notify Pastor and President

Is the Employee aware of contact with someone who has been diagnosed with or tested positive for COVID-19?

- Yes, there was direct physical or close contact (less than 6 feet) for 15 minutes or more where neither parties were using face masks or coverings.**
- EMPLOYEE WILL**
1. Notify administrator and coordinate with administrator to identify COVID-19 testing locations.
 2. Self-monitor by checking for fever and other symptoms
 3. Wear a mask at all times for 14 days after exposure.
 4. Follow directives for "If Employee Tests positive" or "If Employee Tests Negative"
- ADMINISTRATOR WILL**
1. Notify Pastor and President
 2. Coordinate with employee to aid in identifying COVID-19 Testing sites for testing
 3. Follow directives for "If Employee Tests positive" or "If Employee Tests Negative."

- Yes, there was non-close contact (greater than 6 feet) and/or the contact lasted less than 15 minutes and/or face masks or coverings were used by one or both parties.**
- EMPLOYEE WILL**
1. Self-monitor by checking for fever and other symptoms at home for 4-6 days.
 2. Continue practicing social distancing, face mask wearing and good hygiene.
 3. Follow directives for "YES SYMPTOMS" if symptoms appear.
 4. After 4-6 days without symptoms, the employee is allowed to return to campus.
- ADMINISTRATOR WILL**
1. Maintain contact with employee for updates

- No, the student is unaware of any contact with someone who is infected or diagnosed with Covid-19**
- EMPLOYEE WILL**
1. Continue practicing social distancing, face mask wearing, and good hygiene
- ADMINISTRATOR WILL**
1. No specific action is needed