



Greenville Public School District

Dr. Debra Dace, Superintendent

www.gvillepublicschooldistrict.com

COVID-19 Checklist

As a supervisor, what do I do if an employee or student discloses they either tested positive for COVID-19, resides with someone who tested positive, or has been *within six feet or less* of someone who tested positive for longer than 15 minutes?

DISCUSSION WITH EMPLOYEE OR STUDENT

- If the individual is on campus, discretely separate the employee or student from others and send home. If not on campus, advise the individual to stay at home.
- Ask the individual to identify 1) any persons in our school community with whom they had contact ***within six feet or less, for longer than 15 minutes, without the use of a mask*** within two days before the onset of symptoms, 2) any areas of campus they visited for longer than 15 minutes during that time, 3) were they and the person with whom they had contact wearing a mask or face covering.
- Convey empathy but **do not provide medical advice.**
- If the individual has not already sought medical care, refer them to their physician for questions, including guidance on treatment and preventive measures to minimize the risk of infection to others. Again, it is important to convey empathy but **do not provide medical advice.**

If the student or employee has tested positive, they are required to contact their immediate supervisor.

2. ALERT YOUR DIRECT SUPERVISOR AND THE DEPARTMENT OF HUMAN RESOURCES

- Determine who will take the following appropriate steps and serve as the contact for this situation.
- Determine who will need to be alerted within the building, strictly on a need to know basis, while protecting the confidentiality of the employee or student.
- Human Resources will reach out to review leave options and assist with any further communications to the individual's co-workers.
- The Principal/Supervisor will alert Maintenance/Operations
 - Maintenance/Operations will be prepared for a request from the department (submit an email accordingly) but will not reach out directly to the department.
- Provide details, including the name of the employee, and those persons in our school community with whom they had contact ***within six feet or less, for longer than 15 minutes, without the use of a mask*** within two days before the onset of symptoms, and 2) any areas of campus they visited during that time for longer than 15 minutes, and 3) were they and the person with whom they had contact wearing a mask or face covering.

3. CONTACT MAINTENANCE/FACILITIES

- Contact Shirley Ford, Assistant Director of Maintenance, either by email (sford@gville.k12.ms.us) or at 662-334-7150 or Michael Banks (mbanks@gville.k12.ms.us) – 662-873-7564. Please be sure to include the following information: **building, room number(s) and date of exposure**
- In partnership with Maintenance, determine the best solution, either disinfecting the space(s) or closing the space and posting "Do Not Enter" signage.