

# Flow Chart for Reporting and Response to Positive COVID-19 Test and/or Direct Contact



Draft

Employee Tests Positive for COVID-19 or Comes in Direct Contact with COVID Positive Person

Employee notifies supervisor

Employee self-isolates\* and participates in contact tracing

Anyone who had direct contact\*\* with employee should notify supervisor and self-quarantine\*\*\* for 14 days

Continue to self-isolate until "Letter of Discontinuation of Isolation" is provided by DOH

Facilities department closes off work area for 24 hours then deep cleans and disinfects

Supervisor texts/calls superintendent 490-1809 and lead nurse 204-1975. No emails or texts providing any confidential Health Information

Lead nurse follows up with DOH, employee and assists with contact tracing

Supervisor notifies HR

HR collects paperwork and puts employee on FFCRA leave until declared "recovered" by DOH. Issues "Return to Work" document to superintendent, supervisor and lead nurse

Provide letter to director of human resources

\*Isolation is used to separate anyone sick or infected from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

\*\*Direct contact is when a person wearing a surgical or cloth mask has close contact, <6 feet and >3 minutes with a person who has tested positive for COVID-19 who is also wearing a surgical or cloth mask.

\*\*\*Quarantine is used to separate people who might have come in contact with a person infected with COVID-19 from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

# Initial Report of COVID Positive to Supervisor

Employees are required to report a positive COVID-19 test result or “Direct Contact” to their supervisor



Supervisor notifies the superintendent @ 505-490-1809 and the lead nurse @ 505-204-1976 via text, of a positive case without revealing name of employee



Superintendent issues directives to employee's supervisor

# Reporting Employee

Reporting employee will not report to work, will self-isolate\*, and await further instructions from NM Department of Health (NMDOH) and SFPS lead nurse



Employee will provide a list of direct contacts to the DOH and lead nurse to assist in contact tracing. Confidentiality will be maintained at all times



Employee will continue to self isolate and contact NMDOH at 1-855-600-3532 for further instructions or if they have any questions or concerns



When the employee is no longer considered infectious, The NMDOH will provide a letter of “Discontinuation of Isolation” to the employee. Employee provides a copy to HR and lead nurse

\*Isolation is used to separate anyone sick or infected from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

# Employees in Direct Contact with a person diagnosed with COVID-19

Employees who have come in “Direct Contact”\*\* with a person testing positive for COVID-19 must report to their supervisor, will not report to work, will self-quarantine\*\*\*for 14 days, and await further instructions from NM Department of Health (NMDOH) @1-855-600-3532 and SFPS lead nurse



Direct contacts will follow DOH guidelines. If tested negative, will re-test 7-10 days after initial test and provide documentation to HR and lead nurse.

\*\*Direct Contact is when a person wearing a surgical or cloth mask has close contact, <6 feet and >3 minutes with a person who has tested positive for COVID-19 who is also wearing a surgical or cloth mask.

\*\*\*Quarantine is used to separate people who might have come in contact with a person infected with COVID-19 from others. People in quarantine should stay home, separate themselves from others, monitor their health and follow NM DOH guidelines.

# Nursing Department

Lead nurse receives notification of employee with positive COVID-19 or direct contact. Confirms with DOH, reports to director of human resources and director of facilities.



Lead nurse follows up with DOH and employee and assists in contact tracing efforts.



Lead nurse receives copy of “Release of Isolation” letter from DOH and files in employee’s health record.

# Operations Department

Facilities director is notified by the superintendent or lead nurse



The Facilities director closes off the affected facility/facilities for 24 hours before anyone can enter.



After 24 hours custodial staff enters the building and deep cleans and disinfects the facility/facilities.

# Human Resources Department

Human Resources director receives notification of employee with positive COVID-19 from lead nurse



Human Resources director collects paperwork and puts employee on FFCRA leave\*\*\*\* until declared "Recovered" by DOH



Director of Human Resources will send official "release to work" via Google Doc to superintendent, lead nurse and supervisor