

COVID-19 Reporting Process

Employee reports COVID-19 results or exposure to supervisor Supervisor
reports information to
applicable Asst.
Superintendent, Chief or
Deputy

Asst. Superintendent/ Chief/Deputy reports information to Nursing Team (Dr. Collier & RNs) - Review of cases, contact tracing & State Reporting upon advisement to "Stay Home" Nursing Team
refers to
HR: Leave Management for
Emergency Family Medical
Leave Request
(Inability to work)
OR
Refers to Equity &
Compliance for ADA

Accommodations

HR: Leave Management, if applicable, refers leave approval to Business Services: Payroll for Emergency Paid Sick Leave up to 10 days