

COVID-19 Exposure/Diagnosis Protocol

Clarke team members should take these steps in the event a parent, guardian, student or colleague shares information about exposure to COVID-19 or a positive COVID-19 diagnosis.

- 1. Keep all disclosed information confidential.**
Do not respond to the information, offer guidance or share the information with others.
- 2. Refer all notifications to the Director/Department Head.**
- 3. The Director/Department Head should:**
 - a. Gather the information from the reporting person
 - b. Organize the specific information needed to report to the local Board of Health and/or Department of Health
 - i. Situation
 - ii. Timeline
 - iii. Symptoms
 - iv. Any known information from doctors, hospitals or the Department of Health
 - c. Contact Human Resources and the Clarke COVID-19 workgroup with all facts
 - d. Contact the local Board of Health and/or Department of Health with the facts and ask for guidance as advised by Clarke's workgroup
 - e. Follow up with the reporting family member or staff member and have them sign a disclosure form provided by the workgroup
 - f. Work together with the COVID-19 workgroup for all communications