1. Tracking
   a. Employees should notify their supervisor of their personal confirmed positive test.
   b. Each building will then notify Human Resources regarding confirmed positive cases of employees.
      i. Human Resources will maintain a tracking sheet regarding confirmed positive cases as required by L&I.

2. Notification to Staff
   a. Building administration will notify employees of confirmed exposure to COVID-19 within one business day of the employer being notified.

3. Returning from isolation
   a. Staff who have one or more symptoms must isolate.
   b. They can return to work when:
      i. With a negative test.
         1. When they have no fever for 24 hours without the use of fever reducing medication.
         2. Symptoms have significantly improved.
      ii. With a positive test they may return to work on Day 6 when these requirements are met:
         1. No symptoms are present, or symptoms are resolving.
         2. No fever within the past 24 hours without the use of fever reducing medications.

4. Testing
   a. Each building should begin this school year using the same processes you ended the 2021-2022 school year with.
   b. Administrators and nurses should be the primary test givers.
      i. New parent consent forms must be obtained prior to testing. This can be by phone with a note the parent agreed by phone time/date.
   c. Each building has a starting supply of Binax tests to use on staff and students at school.
   d. Each building was also given a modest supply of “take home/over the counter (OTC)” tests. These are the little orange and white boxes (2 tests in each).

5. Reporting to L&I
   a. Employers are required to report outbreaks to L&I during the current COVID-19 pandemic.
      i. Employers with 50 or more covered employees must report COVID 19 outbreaks for workplaces with ten or more confirmed positive employee cases. The requirements will remain in effect until the declared public health emergency ends.