

## Employee Information Release General COVID-19 Event Protocols



Both the health and safety of our students and employees are a critical priority. As such, please review these important COVID-19 event protocols:

- a) Employees will complete the [Daily Self Health Check Log](#) everyday upon arrival at work. Follow instructions on the Health Check Log for any questions that require a “yes” answer.
- b) At this time, mask-wearing is optional but recommended for students and employees while in-doors. Any changes to this protocol will be communicated by GSCS.
- c) Employees who become sick while at work should immediately notify their direct supervisor to determine next steps.
- d) An employee who tests positive for COVID-19 should immediately notify the direct supervisor and complete the **COVID Event Form**:



<https://tinyurl.com/GSCSCovidEventForm>

- e) The GSCS Human Resources Department will contact employees who are positive for COVID-19 to review their status. The HR COVID-19 contact phone is 678-972-7096. This phone is monitored by Joanie Mullins.
- f) Employees who are positive for COVID-19 must isolate at least 10 full days from either onset of symptoms, or from the date of a positive test.
- g) The School Nursing Department will send notification of a positive COVID-19 case to those employees who are suspected of having close contact with a positive COVID-19 case at work.
- h) An employee who has been in close contact (within 6 feet, for at least 15 total minutes) with a COVID-19 case is expected to immediately notify the direct supervisor and complete the **COVID Event Form** IF the close contact occurred at work.  
(<https://tinyurl.com/GSCSCovidEventForm>)
- i) Employees who have been in close contact with a COVID-19 case and are symptom-free must wear a mask at work for 10 days from the time of close contact.
- j) During weekends, employees may call our **GSCS COVID line at (678) 972-0198**, if they wish to consult on their COVID-19 status, and/or close contacts. This phone number will be monitored on weekends by GSCS school nurses, between the hours of 9:00am -9:00pm. This line is solely intended for COVID-related matters, **NOT** general healthcare consultations.

Employees with specific questions related to COVID-19 protocols can reach the District Nursing Supervisor, Licia Evans, RN BSN at (770) 229-3710; extension 10350, or by email at [Licia.Evans@gscs.org](mailto:Licia.Evans@gscs.org). For more detailed information on the COVID-19 Event Protocols, please review the second page of this document, entitled *Employee Protocols for COVID-19 Cases*.

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# Employee Protocols for COVID-19 Cases

Employees should NOT come to work, and should consult their health care provider, if they have the following symptoms: fever, shortness of breath, severe cough, or loss of taste or smell. If these symptoms emerge at work, employees should immediately notify their supervisor.



Everyday upon arriving at work employees are to complete the [Daily Self Health Check Log](#)

## POSITIVE CASES

Employees who test positive for COVID-19, should immediately notify their direct supervisor, and complete the: <https://tinyurl.com/GSCSCovidEventForm>



Direct supervisor will inform the school nurse, or District Nursing Supervisor for Central Office employees.

District Nursing Supervisor will inform the Department of Public Health of positive COVID-19 employees

The Human Resources Department will contact employees who are positive for COVID-19 to review their status.

Employees who are positive for COVID-19 must isolate for 10 full days from onset of symptoms, or from date of positive test - and until resolution of fever without fever-reducing medication.

Human Resources Department will assist with clarifying and identifying return to work dates for employees.

GSCS School Nursing Department will assist the Department of Public Health with contact tracing, based on available information.

School Nursing Department will send a general notification of a positive COVID-19 case to those individuals in close contact. District Nursing Supervisor will maintain data on positive cases.

## CONTACT CASES

An employee who has been in close contact with a COVID-19 case should notify their direct supervisor. If the close contact occurred at work, they should also complete the: <https://tinyurl.com/GSCSCovidEventForm>

Direct supervisor will inform the school nurse, or District Nursing Supervisor for Central Office employees.

District Nursing Supervisor will communicate employee close contacts at work with the Department of Public Health

District Nursing Supervisor will notify the Human Resources Department for instances of employee close contacts.

Employees who have been in close contact, and are symptom-free, must wear a mask at work for 10 days from the time of contact.

District Nursing Supervisor will maintain data on employee close contact cases at work.

During weekends (9AM-9PM), employees may call the GSCS COVID line if they wish to consult on their possible COVID-19 status or close contacts

(678) 972-0198





**EMPLOYEE COVID-19  
EVENT REPORTING FORM**



<https://tinyurl.com/GSCSCovidEventForm>