



COVID-19 Communication



Employee Tests Positive



Contact District COVID Contact
reportcovid@isd709.org
218-336-8731 & leave message



District COVID Contact reaches out by phone (avg. response time 6 hours) starts investigation and records data



Employee must record leave or request temporary remote working.

Request Remote Working Acknowledgment Form

If Principals, Program Managers, or other district staff are notified of the positive case first, direct employee to report to District Covid Contact and take no other action. Staff must maintain confidentiality and not contact others.

POSSIBLE other communication from the district to others via District COVID Contact, HR or Press Release



Building Staff will be notified via Email from District COVID Contact of a Positive Case



Employee who tests positive is given instructions for isolation based on the **MDH Decision Tree**

Employee provides additional information for possible contact tracing



MDH may require the district to do further action. (May take up to 24 hours)



District COVID Contact will notify MDH of ALL positive cases.



District COVID Contact fills out Google Form for Employee Case Log which maintains the district-wide isolation status of employees with confirmed positive cases.

District COVID Contact will notify all determined **close contacts** and advise next steps

