



Protocols for Reporting COVID-19

Employees who have been diagnosed with COVID-19 or who have been identified by the Health Department as having had close contact (*within 6 feet for 15 minutes or more*) with someone diagnosed with COVID-19 should follow the guidelines listed below.

1. Notify your principal or direct supervisor that you have been diagnosed with COVID-19 or that you have been identified by the Health Department as having had close contact with someone diagnosed with COVID-19.
2. Provide your principal or direct supervisor with information from the local Health Department.
3. Employees can apply for the [Families First Coronavirus Response Act \(FFCRA\)](#) by clicking on [Emergency Leave Information for Employees COVID-19](#) and following the instructions.
4. If you have any questions please contact Justin Swayze in the HR department.