

## ELCO COVID-19 Communication Protocol

Situation	Individual (Student or Staff)	Close Contacts	Classroom (Staff and Families)	Building (Staff and Families)	District (Staff and Families)	Website	Notes
<b>Positive student case</b>	Parent/Guardian will receive a phone call and letter regarding isolation requirements	Phone call and Email	Email	Email	Email	District Email Posted	Student will isolate; close contacts will quarantine
<b>Positive staff case</b>	HR will provide direction regarding isolation requirements	Phone call and Email	Email	Email	Email	District Email Posted	Staff member will isolate; close contacts will quarantine
<b>Probable student case</b>	Parent/Guardian will receive phone call and letter regarding isolation requirements	Phone call and Email	Email	Email	Email	District Email Posted	Student member will quarantine; close contacts will quarantine
<b>Probable staff case</b>	HR will provide direction regarding isolation requirements	Phone call and Email	Email	Email	Email	District Email Posted	Staff member will quarantine; close contacts will quarantine
<b>Classroom closing</b>		Phone call and Email	Phone call and Email	Email	Email	District Email Posted	Impacted students will learn remotely via the Online Synchronous Learning option
<b>Building closing</b>		Phone call and Email		Phone call and Email	Email	District Email Posted	
<b>District closing</b>		Phone call and Email			Phone call and Email	District Email Posted	
<b>Student exposed outside of school</b>	Parent/Guardian will receive letter outlining quarantine requirements	Not applicable	Health services staff will maintain regular communication with the family. Should the student's status shift to a positive or probable case, see <i>Positive student case</i> or <i>Probable student case</i> above				Student will quarantine
<b>Staff member exposed outside of school</b>	Staff member will receive direction from HR regarding quarantine requirements	Not applicable	Human Resources will maintain regular communication with the staff member. Should the staff member's status shift to a positive or probable case, see <i>Positive staff case</i> or <i>Probable staff case</i> above				Staff member will quarantine
<b>Symptomatic student</b>	Parent/Guardian will receive letter outlining conditions for return to school	Not applicable	Health services staff will maintain regular communication with the family. Should the student's status shift to a positive or probable case, see <i>Positive student case</i> or <i>Probable student case</i> above				Student will be sent home
<b>Symptomatic staff</b>	Staff member will receive direction from HR regarding conditions for return to school	Not applicable	Human Resources will maintain regular communication with the staff member. Should the staff member's status shift to a positive or probable case, see <i>Positive staff case</i> or <i>Probable staff case</i> above				Staff member will be sent home
<b>Student being tested</b>	If test is positive: See <i>Positive student case</i> above	Not applicable	Health services staff will maintain regular communication with the family. Should the student's status shift to a positive case, see <i>Positive student case</i> above				Student will stay home until results are received; isolate if positive
<b>Staff member being tested</b>	If test is positive: See <i>Positive staff case</i> above	Not applicable	Human Resources will maintain regular communication with the staff member. Should the staff member's status shift to a positive case, see <i>Positive staff case</i> above				Staff member will stay home until results are received; isolate if positive