

# Flow Chart for Reporting and Response to Positive COVID-19 Test and/or Direct Contact



GALLUP-McKINLEY  
COUNTY SCHOOLS

Board of Education  
Meeting  
July 27, 2020

Employee tests positive and COVID-19 or comes in direct contact with COVID positive person

Employee notifies Supervisor

Employee self- isolates and participates in contact tracing

Anyone who had direct contact with employee should notify supervisor and self-quarantine for 14 days

Supervisor informs Superintendent and Nurse Coordinator

Supervisor contacts Personnel Director

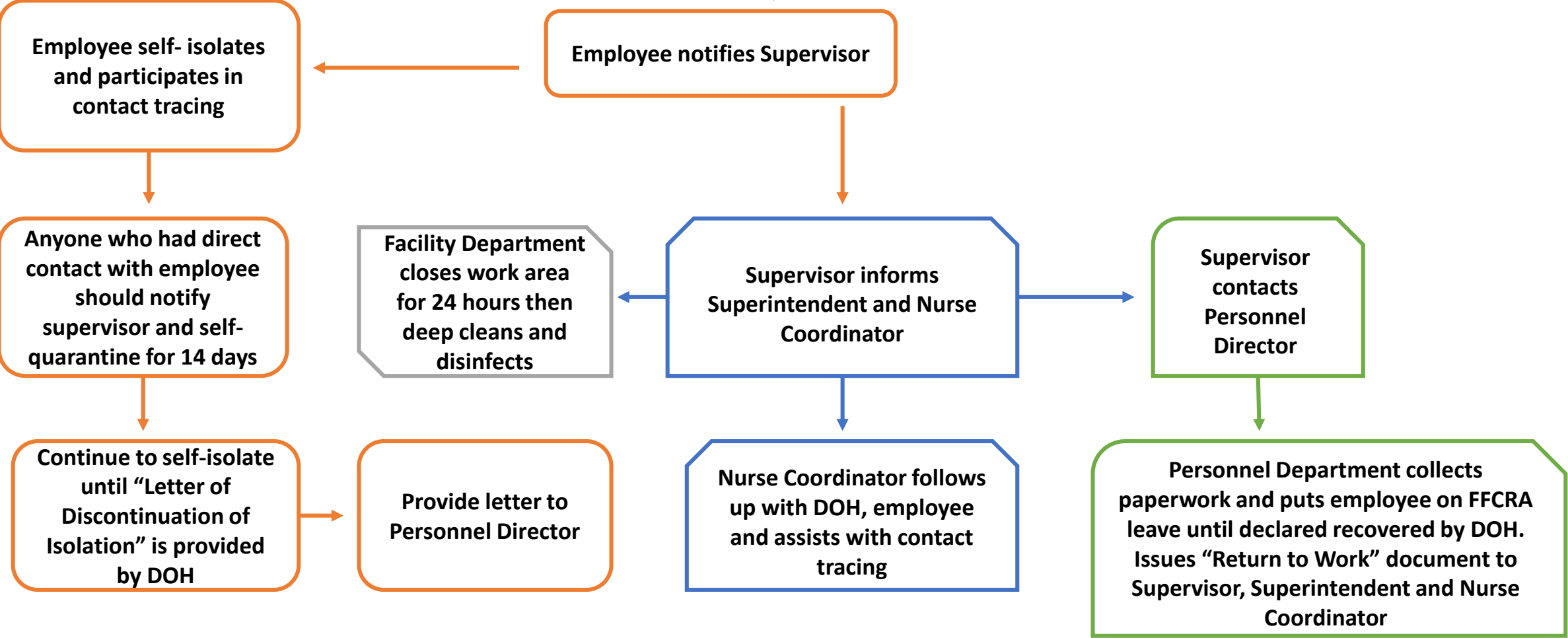
Facility Department closes work area for 24 hours then deep cleans and disinfects

Nurse Coordinator follows up with DOH, employee and assists with contact tracing

Personnel Department collects paperwork and puts employee on FFCRA leave until declared recovered by DOH. Issues "Return to Work" document to Supervisor, Superintendent and Nurse Coordinator

Continue to self-isolate until "Letter of Discontinuation of Isolation" is provided by DOH

Provide letter to Personnel Director



# Initial Report of COVID Positive to Supervisor

**Employees are required to report a positive COVID-19 test result or direct contact to their supervisor**

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graph TD; A[Employees are required to report a positive COVID-19 test result or direct contact to their supervisor] --> B[Supervisor notifies the Superintendent at 505-495-9287 and Nurse Coordinator at 505-721-1808 of positive case without revealing the name of the employee]; B --> C[Superintendent issues directives to employee's supervisor];
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**Supervisor notifies the Superintendent at 505-495-9287 and Nurse Coordinator at 505-721-1808 of positive case without revealing the name of the employee**

**Superintendent issues directives to employee's supervisor**

# Reporting Employee

**Reporting employee will not report to work, will self-isolate, and await further instructions from NM Department of Health (NMDOH) and GMCS Nurse Coordinator**

**Employee will provide a list of direct contacts to the DOH and Nurse Coordinator to assist in contact tracing. Confidentiality will be maintained at all times.**

**Employee will continue to self-isolate and contact NMDOH at 1-866-600-3453 for further instructions or if they have any questions or concerns**

**When the employee is no longer considered infectious, the NMDOH will provide a letter of “Discontinuation of Isolation” to the employee. Employee will provide a copy to the Personnel department and to the Nurse Coordinator**

# Employees in Direct Contact with a Person Diagnosed with COVID-19

**Employees who have come in direct contact with a person testing positive for COVID-19 must report to their supervisor, will not report to work, will self-quarantine for 14 days and await further instructions from NMDOH at 1-855-600-3532 and GMCS Nurse Coordinator**



**Direct contacts will follow DOH guidelines. If tested negative, will re-test 7-10 days after initial test and provide documentation to Personnel Department and Nurse Coordinator**

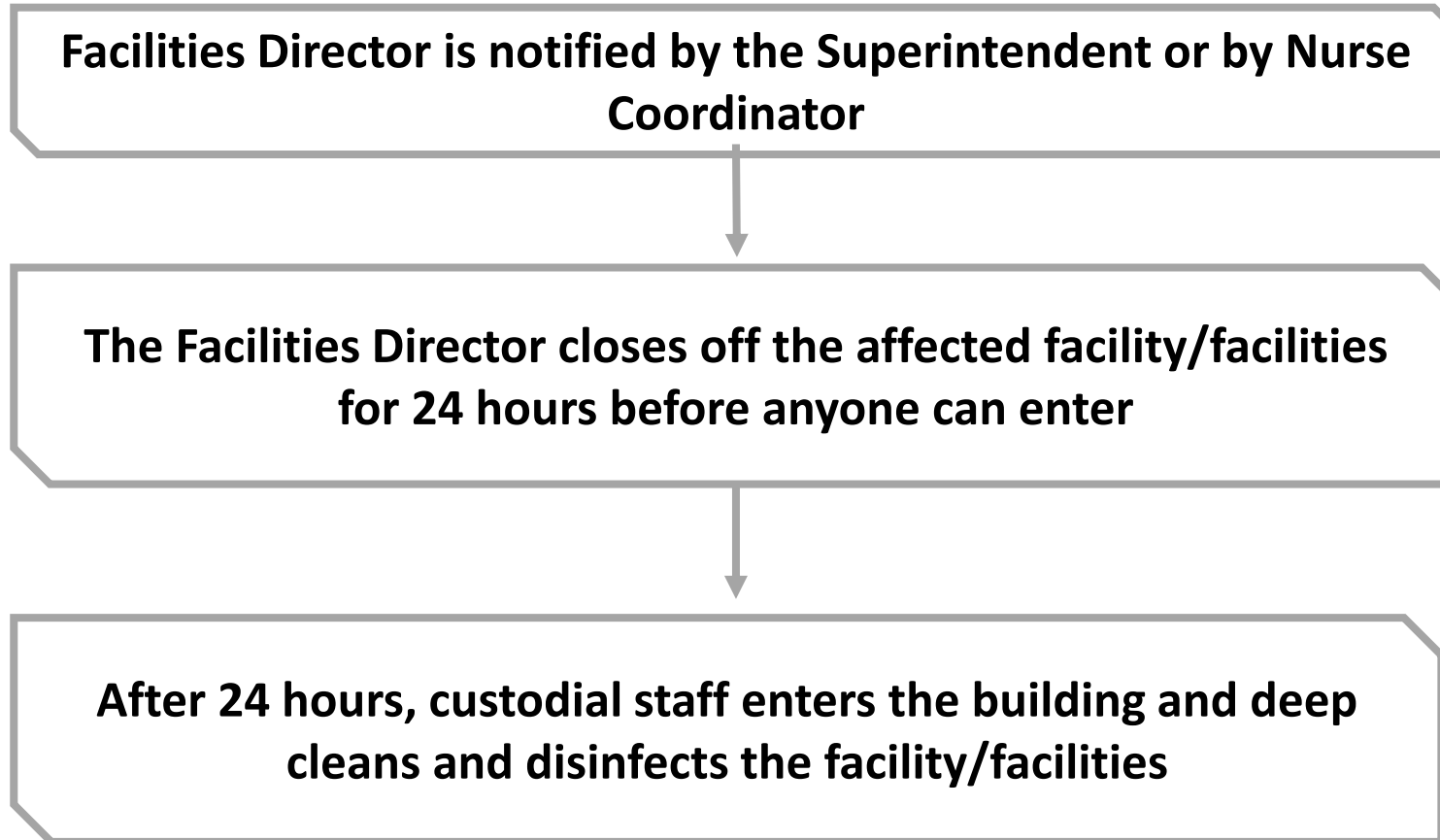
# Nursing Department

**Nurse Coordinator receives notification of employee with positive COVID-19 or direct contact. Confirms with DOH, reports to Personnel Director and Facilities Director**

**Nurse Coordinator follows up with DOH and employee and assists in contact tracing efforts**

**Nurse Coordinator receives copy of "Release of Isolation" letter from DOH and files in employee's health record**

# Facilities Department



# Personnel Department

**Personnel Director receives notification of employee with positive COVID-19 from Nurse Coordinator**



**Personnel Director collects paperwork and puts employee on FFCRA leave until declared “recovered” by DOH**



**Personnel Director will send official “Release to Work” to Superintendent, Nurse Coordinator and Supervisor**