

Step by Step Guidance: COVID-19 Confirmed Positive Result for Staff Members

This step-by-step protocol provides guidance when one or more people at the workplace reports that they have tested positive for COVID-19. This protocol applies to all staff, volunteers, contractors/vendors, and/or other people who work at any facility in the district.

In addition to this protocol, Paterson Public School District must comply with all CDC guidelines as well as state and district mandates concerning COVID-19 precautions.

Step 1: Report Case(s) as immediate as possible

- a. Staff at Central Offices (90 Delaware, 200 Sheridan) Report Case(s) to the following staff:
 - **Immediate Supervisor**
 - **Assistant Superintendents/ Cabinet Level Administrator**
 - **Superintendent**
 - **Deputy Superintendent**
 - **Kimler Williamson, Nursing Supervisor**
 - **Eliza Rodriguez, Executive Supervisor to the Superintendent/Deputy Superintendent for Special Projects**

- b. Staff at School Buildings: Report Case(s) to the following staff:
 - **Call Immediate Administrator/ Principal/ Chief of Facilities, Director of Food Services, or Coordinator of Security**
 - **Immediate Administrator/ Principal/ Chief of Facilities, Director of Food Services, or Coordinator of Security will call Assistant Superintendent**
 - **Assistant Superintendent will notify Principal**
 - **Assistant Superintendents/ Cabinet Level Administrator will notify Superintendent and Deputy Superintendent**
 - **Kimler Williamson, Nursing Supervisor**
 - **Eliza Rodriguez, Executive Supervisor to the Superintendent/Deputy Superintendent for Special Projects**

Step 2: Cabinet Level Administrator or Assistant Superintendent will provide the ***COVID-19 Reporting Form**** (Exhibit 1) to identify all close contacts to the COVID-19 positive worker. Information on the COVID-19 Reporting Form must be answered honestly, falsely reported information may be subject to discipline and/or civil or criminal penalty. Once the Cabinet Level Administrator/Assistant Superintendent receives the completed form, it will be sent to the following staff:

- **Kimler Williamson, Nursing Supervisor**
- **Cabinet Level Administrator/Assistant Superintendent and Building Principal**
- **Superintendent**
- **Deputy Superintendent**
- **Eliza Rodriguez, Executive Supervisor to the Superintendent/Deputy Superintendent for Special Projects**

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Step 3: Nursing Supervisor will discuss the *COVID-19 Reporting Form** to identify all close contacts to the COVID-19 positive worker with Superintendent, Deputy Superintendent and Cabinet Level Administrator. If there are 2 or more positives, the Nursing Supervisor, Superintendent, Deputy Superintendent and Cabinet Level Administrator/ Assistant Superintendent will determine quarantine status for staff at affected location. A determination will be stated at staff meeting. (**Kimler Williamson**, Nursing Supervisor)

Step 4: Provide instructions to the COVID-19 positive worker (**Kimler Williamson**, Nursing Supervisor)

The Nursing Supervisor will contact the COVID-19 positive worker and verify close contacts and their last date of work to determine isolation/quarantine dates.

Step 4A: COVID-19 positive staff member will fill out the *Quarantine Form* (Exhibit 2) quarantine timeline will be determined. At the completion of the quarantine period, confirm and acknowledge the return to work (**Kimler Williamson**, Nursing Supervisor) Information will be attained via designated Cabinet Level Administrator for third party vendors.

Nursing Supervisor will follow up with the Cabinet Administrator/Assistant Superintendent to inform, if any, of close contacts and to obtain the phone number of the close contacts.

Step 4B: Have staff who came in contact with COVID-19 positive worker fill out the *Quarantine Form* (Exhibit 2) and assign dates to quarantine (14 days). At the completion of the quarantine period, confirm and acknowledge the return to work (**Kimler Williamson**, Nursing Supervisor)

Executed Quarantine Form should be submitted to

- **Assistant Superintendent and Building Principal**
- **Superintendent**
- **Deputy Superintendent**
- **Luis Rojas, Assistant Superintendent**
- **Chief of Facilities, Director of Food Services or Coordinator of Security**
- **Eliza Rodriguez, Executive Supervisor to the Superintendent/Deputy Superintendent for Special Projects**

If COVID positive case affects more than 2 staff members, then the Cabinet Level Administrator/Assistant Superintendent will inform the Nursing Supervisor, Superintendent and Deputy Superintendent. **ONLY Superintendent or Deputy Superintendent will determine if staff at affected location will work remotely.**

Step 5: Cabinet Level Administrator, Assistant Superintendent, Superintendent or Deputy Superintendent will schedule the disinfection of the workplace/building with the confirmed/ possible COVID-19 case to **Neil Mapp**- Chief Officer of Facilities and Custodial Services and **Oscar Rivera**-Manager of Sector Supervisors and Custodial Services. Coordinator of Security will be informed.

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Step 6: To be transparent, a remote meeting will be conducted with all on site staff within 24 hours or as soon as possible to notify them of the positive COVID-19 case. **Superintendent or Deputy Superintendent, Cabinet Level Administrator/Assistant Superintendent, Nursing Supervisor, Chief Officer of Facilities and Custodial Services, Manager of Sector Supervisors and Custodial Services, Security Coordinator and School Administrator (if applicable)** will attend meeting.

Person who is conducting remote meeting will send an e-mail to contact staff who are unable to attend remote meeting (on weekends and holidays) notifying staff to contact their immediate administrators for more details.

Step 7: An e-mail communication will be sent to affected location Facilities, Central Stores, Food Service, Pritchard Industries and Vendors staff regarding the confirmed positive COVID-19 case and possible COVID-19 exposure (**Neil Mapp**-Chief Officer of Facilities and Custodial Services and **Oscar Rivera**- Manager of Sector Supervisors and Custodial Services)

Step 8: Report Case(s)

- To the Paterson Board of Education, County Superintendent, NJDOE (**Superintendent, Deputy Superintendent and Eliza Rodriguez, Executive Supervisor to the Superintendent/Deputy Superintendent for Special Projects**)
- To Paterson Board of Health Department (**Kimler Williamson, Nursing Supervisor**)

Step 9: Preventing Workplace COVID-19 Transmission PPE equipment: face masks, plastic shields, gloves, gowns, signage, disinfectant, sanitizer, soap and paper towels.
(**Richard Matthews**- Business Administrator, **Neil Mapp**- Chief Officer of Facilities and Custodial Services, **Tony Traina**-Coordinator of School Safety, and **David Cozart**-Assistant Superintendent)