

# COVID-19 Symptom Response Guide for Staff



If you:

- Have had a positive COVID-19 test
- Are getting ill and think you may have COVID-19
- Have symptoms of COVID-19

**One** of the following symptoms

- cough
- shortness of breath
- difficulty breathing
- fever of 100.4 or higher

**Two** of the following symptoms

- sore throat
- chills muscle pain
- new loss of taste or smell
- nausea
- vomiting
- diarrhea
- headache
- fatigue
- congestion or runny nose
- muscle or body aches

THEN

Contact your supervisor or building nurse.

- The nurse will notify the principal/director and district nurse.

Stay home and isolate until:

- There is no fever for 24 hours (without the use of fever-reducing medicine), and
- Other symptoms have improved for at least 72 hours, and
- At least 10 days have passed since symptoms first appeared.

If you, your child, or family members has been in close contact to someone suspected or confirmed to have COVID-19 or if you are awaiting the results of a COVID - 19 test.

- Close contact is defined as being within six feet of a person for 15 minutes or longer with or without a face covering.

THEN

Contact your supervisor or building nurse.

- The nurse will notify the principal and district nurse.

Stay at home and quarantine for 14 days from the last exposure and monitor for symptoms. If symptoms develop, contact your health care provider.

If you have signs of another type of illness

THEN

Contact your supervisor or building nurse.

Contact your healthcare provider to determine if you should be at work.

Information about expanded sick and medical leave for specific reasons related to COVID-19 is available on the district website under the Employee Information section or by contacting Kasie VanQuekelberg at 218-327-5708 or [kvanquekelberg@isd318.org](mailto:kvanquekelberg@isd318.org).

