

## COVID-19 Self Screening Checklist

Beginning Monday, May 18, 2020, all District 202 staff will be required to complete a COVID-19 self-screening checklist prior to entering any District 202 building. The list does not need to be submitted to anyone; it should be used as guidance for all employees to determine if they should report to work. Please make sure to review the checklist every day before entering any District building.

The COVID-19 screening checklist will be sent to all staff. It can also be found on the Intranet under Employee News > COVID – 19 Information for District 202 Staff.

## COVID – 19 Communication Plan

### If there is a Confirmed Case of Coronavirus

Plainfield School District 202 will follow the direction from the CDC, Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD). This is an evolving situation; therefore, we will continue adjust and adapt as new information is coming in. Letters have been drafted in the event that we have a staff member who has a diagnosed case of Coronavirus.

- Staff members who are diagnosed with Coronavirus should not report to work and should follow the direction of their physician.
- Staff members who are diagnosed must contact Becky Sipes at [RSipes@psd202.org](mailto:RSipes@psd202.org) or (815)577-4090
- Any staff member diagnosed will need to be off work until the WCHD/CDC determines the staff member is no longer contagious.
- Per the CDC recommendations, buildings will be closed until it has been 7 days since the last date the person diagnosed was in the building. Staff will be informed when this occurs.

### Communication Plan if there is a Confirmed Case

The district will follow the required communication, per direction from CDC, IDPH, and WCHD. Typically, we communicate to a broader group than required. People will receive individualized communication if they had [direct exposure or indirect exposure](#) with an individual with COVID-19 during a time the individual was an [exposure risk](#) (see below). Communication will be through email, and phone call if needed.

All school district staff must maintain the confidentiality of the staff member or student who is diagnosed. **No identifying information (name, position, gender, etc.) can be shared with staff, students, parents, or the community.**

### When is the exposure risk for COVID-19?

People are at risk for exposure if they were with an individual who was diagnosed with COVID-19 during the time frame of 48 hours before the individual had symptoms onset. For example, if an individual started experiencing symptoms on Wednesday and was later diagnosed, we would contact anyone who was with that individual since Monday of the same week.

The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also

may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Who will receive notification if there is a confirmed case?

**The District will only communicate with individuals who were direct exposure or indirect exposure to the individual during the time of exposure risk.**

**Direct Exposure:** Direct exposure is considered people who were in close contact with an individual who was diagnosed during the time of [exposure risk](#). Close contact is considered less than 6 feet apart for a prolonged period of time. People who were in direct exposure will receive a letter informing them that they had possible direct exposure to an individual who was diagnosed. Individuals who were in direct exposure are required to self-quarantine for 14 days, regardless of test results.

**Indirect Exposure:** Indirect exposure is considered people who were in proximity, but not close proximity as described above, or in the same building as the individual who was diagnosed during the time of [exposure risk](#). Individuals with indirect exposure will need to monitor symptoms but are not required to self-quarantine.

For more information about Community-Related Exposure to COVID-19, please go to the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>