



VIDE ADMINISTRATIVE PROCESS FOR EMPLOYEE COVID-19 CASES

EMPLOYEE REPORTS POSITIVE OR SUSPECTED POSITIVE
CASE TO SUPERVISOR/PRINCIPAL

SUPERVISOR/PRINCIPAL CONTACTS INSULAR
SUPERINTENDENT (OR DESIGNEE) OR DIVISION HEAD

SUPERINTENDENT (OR DESIGNEE) OR DIVISION HEAD
CONTACTS HR DIRECTOR AND/OR ASSISTANT
COMMISSIONER FOR INSTRUCTIONS

HR DIRECTOR AND/OR ASSISTANT COMMISSIONER
WILL COMMUNICATE WITH DEPARTMENT OF HEALTH
FOR CONTACT TRACING AND/OR NEXT STEPS

NOTIFICATIONS

- HR WILL PROVIDE NOTIFICATION TO EMPLOYEES
- PRINCIPAL WILL PROVIDE NOTIFICATION TO SCHOOL
- IF APPLICABLE, DIRECTOR OF PR WILL POST NOTIFICATION TO PUBLIC