

RIVERVIEW GARDENS SCHOOL DISTRICT

DATE: August 28, 2023

COVID-19 Protocol & Reporting Guidelines (Revised to reflect new CDC recommendations)

**The Office of Student Support Services – Diana Mitchell, Lead Nurse &
Dr. Tanya Patton, Assistant Superintendent of Student Services**

Face Covering/Masks

- Face coverings and masks are optional
- Staff members are encouraged to be mindful of social distancing and eating together in close proximity
- All other mitigation measures will remain in place such as:
 - social distancing (as much as possible in a classroom)
 - hand sanitizer
 - wipes to clean surfaces
 - weekly fogging of school buildings

Reporting to Work:

- If you have received a positive COVID-19 Test -**DO NOT REPORT TO WORK**
- If you develop COVID-19 symptoms stay home and get tested
 - **COVID-19 Symptoms include:** • fever or chills • cough • new loss of taste or smell • shortness of breath or difficulty breathing • fatigue • muscle or body aches • headache • sore throat • congestion or runny nose • nausea or vomiting • diarrhea

Regardless of vaccination status, you should isolate yourself from others when you have COVID-19, even without symptoms

- Contact your immediate supervisor to let them know that you have tested positive for COVID-19 or if you have symptoms and will miss work

Reporting a Positive Test for COVID-19 :

- Send emails to studentservices@rgsd.k12.mo.us AND humanresources@rgsd.k12.mo.us
 - The above-mentioned emails notify the following individuals:
 - District COVID Nurses - Nurse Mitchell & Nurse Jones
 - Dr. Tanya Patton – Asst. Supt. of Student Services
 - Mr. Travis Ford Sr. – Asst. Supt. of Human Resources
- Include your **name, phone number and email address**
- **Please include your immediate supervisor on the email**

- Out of courtesy, it is recommended that you inform **ALL** of those with whom you have had close contact

After Sending Emails to Student Services and Human Resources:

- You will receive a link from a District COVID Nurse. Please complete the link with all of the required information as soon as possible
- A District COVID nurse will respond via email directing your next steps. Please follow the information in the letter that you receive, and **do not return to work prior to the date noted in the letter**
- Your immediate supervisor will also be included on the email from our District COVID Nurse

DO NOT RETURN TO WORK UNTIL HEARING FROM A DISTRICT COVID NURSE

District COVID Nurses will ONLY contact you IF:

- You have sent an email to the above-mentioned email addresses reporting a positive case

Contact Tracing

- At this time, RGSD will not contact trace employees or students. We remain in contact with the health department and CDC to know when to revise this practice
- ***If you test positive, please notify all with whom you have had close contact***
- Employees will be required to isolate for a minimum of 5 days for a positive diagnosis of COVID-19
- If someone notifies you that you are a close contact:
 - immediately wear a mask/face covering for 5 days
 - 3 days after exposure, test
 - if positive, continuing wearing a mask/face covering for 5 additional days
 - if negative, discontinue wearing a mask/face covering
- If you begin developing symptoms of COVID-19, you should test immediately
- If a test is negative, but symptoms persist, a second test is recommended at least 48 hours later
- It is recommended that you may also follow up with your doctor for additional medical advice

Contact Information for District COVID Nurses:

- Nurse Diane Mitchell:
 - studentservices@rgsd.k12.mo.us
 - 314-397-7562
- Nurse SeQuina Jones
 - studentservices@rgsd.k12.mo.us
 - X24103

TO REPORT A POSITIVE CASE, YOU MUST UTILIZE THE FOLLOWING EMAILS:
studentservices@rgsd.k12.mo.us AND humanresources@rgsd.k12.mo.us

If you have questions, please contact 314-397-7562 or x20119

For updated CDC Guidelines, please click this link:
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

FACILITIES CLEANING AND DISINFECTING REQUIREMENTS:

Disinfecting wipes and hand sanitizer will be available in all rooms. Teachers/employees must notify their building custodian of the need to refill/replace the disinfecting wipe solution and hand sanitizer when necessary. RGSD uses EPA registered/hospital grade disinfectant and sanitizer. RGSD buildings will be fogged with a disinfectant/sanitizer solution on a weekly basis.

Revised 8/29/23