



Key:	Employee	Director/School Leader	Employment Relations	Contact Tracing Team	Contact Tracing Coordinator	Facilities and Maintenance
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Employee reports any COVID-19 related symptoms, positive test results, or close contacts with COVID-19 positive individuals to director/school leader and starts quarantine/isolation. Employee identifies and informs possible close contacts and also self-monitors during quarantine.

Director/school leader completes the appropriate COVID-19 Notification Form.

Director/school leader will contact facilities and maintenance to request deep cleaning.

Facilities and maintenance will determine the appropriate cleaning response.

Employment relations will send a follow up letter to the affected employee depending on the case type.

Employment relations will send a colleague letter to respective chiefs for distribution to their direct reports/schools at impacted locations.

Contact tracer coordinator assigns the case to a contact tracer.

Contact tracer communicates with the affected employee to determine/confirm any MPS close contacts.

Contact tracer notifies the supervisor(s) of any confirmed MPS close contact(s) to inform them of possible exposure and provide instruction.

Employment relations will send confirmed close contact(s) a quarantine letter.

Director/school leader is automatically sent notice of an estimated return to work date for the affected employee.

Contact tracer monitors the symptomatic and/or MPS close contact employees during the course of the quarantine period.