Parents/Guardians and employees must keep their school Principal/Assistant Principal informed of any COVID-19 presumptive or actual diagnosis of community close contact. If students or employees must quarantine as a result of a diagnosed family member or community close contact, then they must stay home. Specific directives will then be explained according to each unique situation when the school Principal/Assistant Principal is notified.

If a student or employee is identified as a close contact at a school campus or office, the school/site Supervisor will notify the employee/parent or guardian. Specific directives will then be explained relative to each unique situation.

**NOTIFICATION FLOW CHART**

1. **School/Site Notification of Presumptive Positive COVID-19/Pending COVID-19/Close Contact**
2. **School Principal/Assistant Principal Immediately Notifies District Health and Safety Coordinator - Karla McGehee**
3. **District Health and Safety Director contacts Louisiana Department of Health (CDC, OPH)**
4. **School/Site will follow Louisiana Department of Health Directives**