Cary Christian School

Response Protocol

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **IF …** | **… THEN** | **… AND** | **… AND FURTHERMORE,** |
| **COVID 19 CONFIRMED****CASE** | You are made aware that a staff member, student, or volunteer has tested positive | Call **205-383-8155** to report THENImmediately email rhinton@carychristianschool.org & jdickman@carychristianschool.org  | Know that we will respond with action steps **within 1 hour of informing Robbie and Jim**. | If staff member, student, or volunteer, they will be required to leave.  |
|  |  |  |  |  |
| **EXPOSURE TO A CONFIRMED COVID 19**\*Direct Exposure is 15 minutes or more at distance of 6 feet or less. | You are made aware that a staff member, student, or volunteer has been exposed to someone who tested positive | Call **205-383-8155** to report THENImmediately email rhinton@carychristianschool.org & jdickman@carychristianschool.org | Know that we will respond with action steps **within 2 hours of informing Robbie and Jim**. | If staff member, student, or volunteer, they will be required to leave.  |
|  |  |  |  |  |
| **COVID 19 SYMPTOMS**  | You are made aware that a staff member, student, or volunteer is exhibiting COVID-19 symptoms | Call **205-383-8155** to report THENImmediately email rhinton@carychristianschool.org & jdickman@carychristianschool.org | Know that we will respond with action steps **within 3 hours of informing Robbie and Jim**. | If staff member, student, or volunteer, they will be required to leave.  |
|  |  |  |  |  |
| **GENERAL QUESTIONS** | You have a general non-emergency question regarding COVID-19 | Please emailCOVID-19@carychristianschool.org  | Know that we will respond **within 4 hours of informing Robbie and Jim**. |  |

Please note that the phone and email messages will be monitored daily between the hours of 7 am and 7 pm.

***COVID 19 POSITIVE and DIRECT EXPSOURE cases outside of those hours should be reported directly to:***

***COVID-19@carychristianschool.org***

 *This chart was adapted from the YMCA’s COVID protocols*

Process:
Call COVID Hotline first.

Communicate:

1. Had a COVID positive case at our business. Share the location name.
2. Provide details they may request (person’s name, county of residence, any direct exposures, symptoms/no symptoms, test date, etc.)
3. Document the communication on XXXXXXX.

Wake County:

Email covid19.questions@wakegov.com  or call 919-856-7044

Orange County:

Email covid19@orangecountync.gov or call 919-245-6111

Durham County:

Email health@dconc.gov or call 919-635-8150

Chatham County:

NC Coronavirus Helpline: Email ncresponse@dhhs.nc.gov or call at 1-866-462-3821

Lee County:

Email health@leecountync.gov or call 919-718-4640

Johnston County:

Email coronavirus@johnstonnc.com or call 919-209-8310

Pamlico County:

Allison Simmons has managed these communications.