Cary Christian School

Response Protocol

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| --- | --- | --- | --- | --- |
|  | **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  THEN  Immediately email [rhinton@carychristianschool.org](mailto:rhinton@carychristianschool.org) & [jdickman@carychristianschool.org](mailto: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. |
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| **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  THEN  Immediately email [rhinton@carychristianschool.org](mailto:rhinton@carychristianschool.org) & [jdickman@carychristianschool.org](mailto: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. |
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| **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  THEN  Immediately email [rhinton@carychristianschool.org](mailto:rhinton@carychristianschool.org) & [jdickman@carychristianschool.org](mailto: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 email  [COVID-19@carychristianschool.org](mailto:COVID-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***](mailto: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](mailto:covid19.questions@wakegov.com)  or call 919-856-7044

Orange County:

Email [covid19@orangecountync.gov](mailto:covid19@orangecountync.gov) or call 919-245-6111

Durham County:

Email [health@dconc.gov](mailto:health@dconc.gov) or call 919-635-8150

Chatham County:

NC Coronavirus Helpline: Email [ncresponse@dhhs.nc.gov](mailto:ncresponse@dhhs.nc.gov) or call at 1-866-462-3821

Lee County:

Email [health@leecountync.gov](mailto:health@leecountync.gov) or call 919-718-4640

Johnston County:

Email [coronavirus@johnstonnc.com](mailto:coronavirus@johnstonnc.com) or call 919-209-8310

Pamlico County:

Allison Simmons has managed these communications.