

# Cary Christian School Response Protocol

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

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)

<sup>1</sup> 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.

