## **COVID-19 Coordination Flow Chart**

Employee will e-mail Megan Kupczyk, District Nurse at mhkupczyk@sdak12.net. Please cc in your direct supervisor



District Nurse will connect with employee to discuss situation and provide info on next steps.



District Nurse will e-mail situation report to admin with RTW dates for staffing coordination



Admin and District Nurse connect to ensure process is complete



District Nurse will send official District e-mail to staff and add it to Covid-19 file



District Nurse adds individual to Covid-19 Tracking Workbook



District Nurse will connect with employee 2 days prior to RTW date (check s/sx, review any enhanced precautions)



District Nurse will connect with Admin to make sure employee is clear to RTW

