



# ATLANTIC CITY BOARD OF EDUCATION

1300 ATLANTIC AVENUE  
ATLANTIC CITY, NEW JERSEY 08401

## COVID-19 Quick Guide

### After Hours Nurses:

Charlotte Boles- (609) 451-6261 - [ACHS](#), [CHS](#), [RAS](#), [SAS](#), [TAS](#)

Sherese Price Chapman-(609) 445-2473- [BAS](#), [NYAS](#), [PAS](#), [MLK](#), [USC](#), [VP](#), [Admin](#)

### Beyond School Hours

#### Employee:



- feels ill
- reports possible COVID exposure
- tests positive for COVID

- Call building administrator and supervisor
- Stay home if ill

#### Building administrator



- Inform employee to call/text/email nurse on duty: (see above for schools)
  - Charlotte Boles- (609) 451-6261
  - Sherese Price Chapman-(609) 445-2473
- Take appropriate sanitizing measures
- Send exposure/contact letters

#### Nurse



Follow district protocol Including:

- Assess symptoms
- Keep building administrator informed of medical protocols and information from DOH
- Assist with communication/ documentation with DOH
- Keep spreadsheets up to date
- Submit numbers to Nurse Price-Chapman Tuesday for the DOH.



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## COVID-19 Quick Guide

### In school

#### Employee:



Call building administrator and supervisor

- feels ill/experiencing COVID symptoms
- reports possible COVID exposure (colleague, family member, student, etc.)

#### Building Administrator



- Isolate employee and call building nurse
- Send employee home, if required
- Take appropriate sanitizing measures
- Administration Building **ONLY**- instruct employee to contact Sherese Price-Chapman
- Send exposure/contact letters

#### Nurse



Follow district protocol Including:

- PPE
- Assess symptoms
- Keep building administrator informed of medical protocols and information from Department of Health
- Assist with communication/documentation with Dept. of Health
- Keep spreadsheets up to date
- Submit numbers to Nurse Price-Chapman Tuesday for the DOH.