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## COVID-19 Communication Protocols

*Updated 9/22/2020*

Girard College is committed to providing timely and appropriate communication in the event our school community is impacted by a **diagnosed** case of COVID-19.

It is critical that the school's communication protocols be respected at all times. All members of the Girard community, including faculty, staff, students, and parents, must refrain from disseminating information on suspected or identified cases or engaging in speculation regarding any individual's personal health.

Under federal health privacy law, the school is forbidden from releasing identifying personal information, and individuals are not compelled to share this information.

All school-issued communications will come from either the President or the Pandemic Coordinator.

### Communication Protocols

#### Confirmed Case – Student or Staff

In the event of a **diagnosed case of COVID-19** within the Girard community, staff and families can expect the following:

- A general email communication from the Head of School to the school community.
- Email communication will be sent from the Pandemic Coordinator to the individual's cohort/class, close contacts, and divisional faculty/staff. Proper protocols and guidance will be documented in the communication from the Pandemic Coordinator.

#### Post Confirmed Case – Student or Staff

- Email communication will be sent from the Pandemic Coordinator to the individual's cohort/class, close contacts, divisional faculty/staff when the individual is medically cleared to return to school for in person instruction.