



**District Responsibilities with links to ASCIP Resources**

- Record & track all employee COVID-19 cases
  - [COVID-19 Planner](#) and [Workers' Compensation COVID FAQ](#)
- Notify all employees who may have been exposed to the infected individual(s)
  - [Notification and Reporting Reference Chart](#) and [Notification Resources](#)
- Offer COVID-19 testing to exposed and symptomatic employees at no cost during working hours:
  - [Testing and Screening Resources](#)
  - [Safety Credit Reimbursement](#) – to offset testing costs as an alternative to Medical Plans
  - Medical Plan COVID Testing FAQs – coverage for surveillance testing varies
    - [Aetna](#), [Anthem](#), [Blue Shield](#), [Cigna](#), [Health Net](#), [Kaiser](#) and [UHC](#)
- Contact Trace for Close Contact High Exposure Individuals
  - [Contact Tracing Guidance](#)
- Advise employees of leave benefits available to them
- Contact ASCIP's [COVID Support Team](#) with other questions