



COVID-19 Protocols for Employees

COVID-19 SYMPTOMATIC | Every employee should monitor their health daily and, if experiencing symptoms of COVID-19:

- Do not report to work and consult with medical provider
- Notify Supervisor

COVID-19 POSITIVE TEST RESULT | If an employee is diagnosed (tested positive) with COVID-19:

- Do not report to work and consult with medical provider
- Report diagnosis to supervisor
- Minimum of 5 day isolation period required, return to work when healthy

COVID-19 EXPOSURE | If an employee reports direct exposure to a COVID-19-positive individual outside of the workplace:

If Employee is **VACCINATED***

- Monitor for symptoms; if symptoms occur, notify supervisor and do not report to work
- If asymptomatic, report to work
- No quarantine required
- COVID-19 Response Team may follow-up

If Employee is **NOT VACCINATED**

- Immediately report exposure to supervisor
- Supervisor will immediately report (email) exposure to the COVID-19 Response Team
- Exposure variables:
 - If contact was less than 6 feet for 15 minutes or more, 5 days of quarantine required
 - If asymptomatic, return to work on the 6th day after exposure



COVID-19 Protocols for Students

COVID-19 SYMPTOMATIC | Every student and family should monitor their health daily and, if an immediate family member receives a COVID-19-positive diagnosis or if the student is experiencing symptoms of COVID-19, he or she should not report to school.

- Do not report to school
- Consult medical provider
- Notify a school staff member

COVID-19 POSITIVE TEST RESULT | If a student is diagnosed (tested positive) with COVID-19:

- Do not report to school and consult with medical provider
- Report diagnosis to teacher or building principal
- Principal or designee properly reports the positive diagnosis
- Minimum of 5 day isolation period required, return to school when healthy

COVID-19 EXPOSURE | If direct exposure of a student outside of school is reported:

If Student is **VACCINATED***

- No quarantine required
- Monitor for symptoms; if symptoms occur, notify a school staff member and do not report to school
- COVID-19 Response Team may follow-up

If Student is **NOT VACCINATED**

- If contact is greater than 3 feet, no quarantine required
- If contact is less than 3 feet for 15 minutes or more, exposed person or guardian should self-report to the Department of Public Health and follow DPH quarantine guidelines
- Notify school if quarantine is required
- Minimum 5 day quarantine required, return to school when healthy

Student Learning during quarantine due to COVID-19

If a student is required to quarantine due to COVID-19, he or she will be informed of how to continue their learning through their teachers of record who will provide instruction/support to stay on pace with classroom instruction.

*Vaccinated Status: Have received a booster, or have become fully vaccinated within the last 6 months (Moderna or Pfizer vaccine) or within the last 2 months (J&J vaccine).