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
- Notify Supervisor
- Consult medical provider

COVID-19 POSITIVE TEST RESULT | If an employee is diagnosed (tested positive) with COVID-19:
- Do not report to work
- Consult medical provider
- Report diagnosis to supervisor
- Remain out of work as directed by physician and COVID-19 Response Team. Leave is entered as "sick leave."

COVID-19 EXPOSURE | If an employee reports direct exposure to a COVID-19-positive individual outside of the workplace, or if an employee is identified as a close contact during a close contact investigation at work:

If Employee is VACCINATED

- Immediately report exposure to supervisor
- Supervisor will immediately report (email) exposure to the COVID-19 Response Team
- Report to work
- No quarantine required
- Monitor for symptoms; if symptoms occur, notify supervisor and do not report to work
- 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
- COVID-19 Response Team will determine next steps based on these variables:
  - If contact was less than 6 feet for 15 minutes or more, 10 days of quarantine required if employees are unmasked.
  - If contact was less than 6 ft for 15 minutes or more and both staff members are wearing masks, then no quarantine is required, monitor daily for symptoms.
  - If employee is asymptomatic, a negative COVID-19 test on day 5 or later may reduce quarantine time.
  - Remote work is not available and leave is entered as "sick leave."*

*Federal provisions for COVID-19 related paid leave expired on December 31, 2020 and the HCS extension of paid leave provisions expired on May 31, 2021.

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
- Consult medical provider
- Report diagnosis to teacher or building principal
- Principal or designee properly reports the positive diagnosis and then conducts a close contact investigation, if needed
- Remain out of school as directed by COVID-19 Response Team

COVID-19 EXPOSURE | If direct exposure of a student outside of school is reported, OR if a student is identified as a close contact during a close contact investigation at school:

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
- If both students are masked and contact is less than 3 feet for 15 minutes or more, then no quarantine is required, monitor daily for symptoms.
- If both students are not masked and contact is less than 3 feet for 15 minutes or more, 10-days of quarantine required
- If a student is asymptomatic, a negative COVID-19 test on day 5 or later may reduce quarantine time

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 a temporary remote teacher who will provide instruction/support to stay on pace with classroom instruction. A student who participates in remote learning during an assigned quarantine will not be considered absent from school. If a student does not participate in remote learning during an assigned quarantine, he or she will be considereg absent from school.

Updated October 11, 2021. Adapted per updated DPH FIFTEENTH AMENDED ADMINISTRATIVE ORDER Information subject to change.