



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:

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
- 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 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
- 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:

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
- 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 their teachers of record who will provide instruction/support to stay on pace with classroom instruction.