



# 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
- 5 days of paid COVID leave is available January 6, 2022 - February 1, 2022, if employee has not used paid COVID leave previously. Paid COVID leave applies to employees experiencing COVID symptoms, testing positive, quarantining, or isolating. This leave is available if employee is needed to care for a COVID affected family member.

**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
- 5 days of paid COVID leave is available January 6, 2022 - February 1, 2022, if employee has not used paid COVID leave previously. Paid COVID leave applies to employees experiencing COVID symptoms, testing positive, quarantining, or isolating. This leave is available if employee is needed to care for a COVID affected family member.

**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).