Identification and Isolation of Staff Exhibiting Signs of Illness (Updated 8_17_2020)

Staff experiencing any symptoms of illness should stay at home and contact their immediate supervisor for further direction. The following guidance should be followed when a staff member comes to work sick, becomes sick Onsight or has been diagnosed with COVID-19, been in contact with someone diagnosed with COVID-19 or lives with someone with a diagnosis of COVID-19.

- **Comes to Work Sick (Updated 8_17_2020)**

  - All employees will complete the Health Screening Form prior to coming to work.
  - If an Employee comes to work sick they will be sent home immediately and their absence recorded based on district practices.
  - Information on persons who had contact with the ill employee during the time the employee had symptoms and two days (48 hours) prior to symptoms should be compiled.
  - Others at the facility with close contact, within six feet, of the employee during this time and for more than 10 minutes would be considered exposed. Staff should not report back to work until:
  - Staff should not report back to work until:
    - They are symptom free for *24 hours* without taking medication to reduce fever during that time
    - Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; AND
    - At least 10 days have passed since the symptoms began.
  - An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.
  - Staff that were in contact with the sick employee two days (48 hours) prior to the onset of symptoms should be notified they have been in close contact with someone that has become ill; however, should **respect the confidentiality of both the positive-tested employee and anyone in the close-contact group.**
  - **Complete the COVID Intake Form for those that have COVID-19 symptoms** New 7_24_20

- **Becomes Sick Onsite (Updated 8_17_2020)**

  - Employee will be sent home immediately and their absence recorded based on district practices.
  - Surfaces in their workspace should be cleaned and disinfected.
  - Information on persons who had contact with the ill employee during the time the employee had symptoms and two days (48 hours) prior to symptoms should be compiled.
  - Others at the facility with close contact, within six feet, of the employee during this time and for more than 10 minutes would be considered exposed. Staff should not report back to work until:

- They are symptom free for *24 hours* without taking medication to reduce fever during that time
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; AND
- At least ten days have passed since the symptoms began.
  - o An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.
  - o Staff that were in contact with the sick employee two days (48 hours) prior to the onset of symptoms should be notified they have been in close contact with someone that has become ill; however, should **respect the confidentiality of both the positive-tested employee and anyone in the close-contact group.**
  - o **Complete the COVID Intake Form for those that have COVID-19 symptoms** New 7_24_20

- **Critical Infrastructure Worker who _may have had exposure_ to a person with suspected or confirmed COVID-19**

  - o CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

- A potential exposure means being a household contact or having close contact within 6 feet of an individual for more than 10 minutes with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

- Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

  - o Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
  - o Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
  - o Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.

- o Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- o Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

- If the employee becomes sick during the day, they should be sent home immediately and the following guidance for an Employee testing positive, presumed positive or advised by physician/Public Health of being positive for COVID-19 would be followed

- **Employee _has been_ in close contact with a person who tested positive for COVID-19 (Updated 8_10_2020)**

  - o In effort to keep all staff and their families safe, employees that have been in close contact, within six feet for more than 10 minutes, with a person who tested positive for COVID-19 would be required to stay home for 14 days from the date of last exposure and work remotely if they are asymptomatic.
  - o Absence should be recorded based on district practices.
  - o If staff become ill or tests positive for COVID-19 then employees should follow the guidance outlined in other sections of this document.
  - o Information on persons who had contact with the employee during the time the employee had symptoms and/or two days (48 hours) prior to the employee notifying their supervisor of the exposure to someone with COVID-19.
  - o Staff that were in contact with the employee two days (48 hours) prior to the employee notifying their supervisor of the exposure to someone with COVID-19 should be notified they have been in close contact with someone that has become ill; however, we will respect the confidentiality of both the positive-tested employee and anyone in the close-contact group**.**
  - o **Complete the COVID Intake Form for those that have COVID-19 symptoms** New 7_24_20

- **Employees testing positive, presumed positive or advised by physician/Public Health of being positive for COVID-19 (Updated 7_24_2020)**

  - o Staff experiencing any symptoms of illness should stay at home and contact their immediate supervisor for further direction.
  - o Supervisors will complete the **COVID Intake Form**
  - o Absence should be recorded based on district practices.
  - o Information on persons who had contact with the employee two days prior to the employee notifying their supervisor of their positive COVID-19 test.
  - o Staff that were in contact with the employee two days prior to the employee notifying their supervisor of their positive COVID-19 test should be notified they have been in close contact with someone that has become ill; however, supervisors should respect the confidentiality of both the positive-tested employee and anyone in the close-contact group**.**

- o **People with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
- o **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 24 hours (that is three full days of no fever without the use medicine that reduces fevers)
    AND

    - other symptoms have improved (for example, when your cough or shortness of breath have improved)
    AND
    - at least 10 days have passed since your symptoms first appeared
- o **If you have or will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use medicine that reduces fevers for 72 hours)
    AND
    - other symptoms have improved (for example, when your cough or shortness of breath have improved)
    AND
    - at least 10 days after the date of the first positive RT-PCR test for SARS-CoV-2 RNA per CDC guidelines.

- In all cases, **follow the guidance of your healthcare provider and local health department.** The decision to stop home isolation should be made in consultation with your healthcare provider, local health departments and district staff.
    - o **Complete the COVID Intake Form for those that have COVID-19 symptoms** New 7_24_20