



EXPOSURE PLAN FOR PROBABLE OR POSITIVE COVID-19 CASES

PROTOCOL FOR STAFF WITH COVID-19 DIAGNOSIS, SUSPECTED COVID-19 CASE, OR CLOSE CONTACT* WITH COVID-19 CASE – FINAL (UPDATED 12/6/2020)

These protocols represent the minimum standard/expectation. Additional protocols may be established based on the needs of individual programs.

Guiding Principles for Protocols

- Minimize risk, maximize instruction
- Utilize key pandemic practices (distance, barriers, cleaning/disinfecting practices) to mitigate risks
- Strive for clear communications among key stakeholders (families, students, staff)
- Mitigate community spread through responsible actions

*For the purposes of this protocol, **close contact*** is defined as having exposure to the person diagnosed with COVID-19 for more than 15 cumulative minutes and closer than 6 feet in a 24 period of time.*

STAFF WITH COVID-19 DIAGNOSIS, SUSPECTED COVID-19 CASE, OR CLOSE CONTACT* WITH COVID-19 CASE

If staff is notified that they have been diagnosed with COVID-19:

1. Staff member emails julmer@wcasd.net or calls 484-266-1006 to report information to HR. Staff member should indicate their name, a phone number where they can be reached, supervisor's name, the date they received a positive test result, and the date when they first became symptomatic (if applicable). The information gathered will be shared with the supervisor by HR. The staff member is expected to be available to speak with HR. If the staff member emails their principal or supervisor, the principal or supervisor must email julmer@wcasd.net or call 484-266-1006.
2. HR contacts staff member to determine options for work coverage and to identify others with whom they've had close contact* within 48 hours (or longer based on additional medical advice) of staff member showing symptoms or date of positive test, if asymptomatic.
3. HR Director emails the Cabinet and direct supervisor.
4. HR Director will contact the staff member to present options for leave where appropriate.
5. HR will email all staff members who may have had close contact* with the diagnosed person.
6. The Communications Department in conjunction with the Superintendent or his designee develops appropriate letters for parents if needed.
7. If staff member has recently had close contact* with students, see directions below.

If staff is awaiting results of a test to confirm COVID-19 diagnosis:

1. Staff member emails julmer@wcasd.net or calls 484-266-1006 to report information to HR. Staff member should indicate their name, a phone number where they can be reached, supervisor's name, the date they received a COVID test, and the date when they first became symptomatic (if applicable). The information gathered will be shared with the employee's supervisor. The staff member is expected to be available to speak with HR if necessary.
2. HR contacts the staff member to determine options for work coverage and to identify others with whom they've had close contact* within 48 hours (or longer based on additional medical advice) of staff member showing symptoms or date of positive test if asymptomatic.

3. Staff member emails julmer@wcasd.net or calls [484-266-1006](tel:484-266-1006) as soon as possible when test results are received.
 - a. **If test results are positive**, staff member and supervisor should follow steps 2-7 identified under “**If staff is notified that they been diagnosed with COVID-19**”.
 - b. **If test results are negative**, the staff member may return to work if symptom-free and no fever without fever-reducing medication for at least 24 hours. **However**, if the staff member was in close contact with a diagnosed COVID-19 case, the staff member should finish a 7-day quarantine (if testing negative) or a 10-day quarantine (if deciding not to test for COVID-19) to assure that they did not receive a false negative test result. The staff member should contact HR at julmer@wcasd.net or call [484-266-1006](tel:484-266-1006) to inform them of the anticipated return to work date. HR will inform the supervisor of the staff member’s return to work date.

If staff has close contact* with someone who has been diagnosed with COVID-19:

1. Staff member emails julmer@wcasd.net or calls [484-266-1006](tel:484-266-1006) to report information to HR. Staff member should indicate their name, a phone number where they can be reached, supervisor’s name, and the date(s) they were in close contact with a diagnosed COVID-19 case. The information gathered will be shared with the supervisor and the staff member is expected to be available to speak with HR.
2. HR contacts the staff member to determine options for work coverage.
3. HR will contact the staff member to discuss options for leave where appropriate.
4. Staff member quarantines for a **minimum** of 7 days (if staff members receives a negative test), or 10 days (if staff member decides not to get tested) from last contact & monitors for symptoms. If they become symptomatic and are diagnosed with COVID-19, they should follow steps under “**If staff is notified that they have been diagnosed with COVID-19**”.

RETURN TO WORK

Upon consultation with HR, staff may return to work when:

- **Staff diagnosed with COVID-19 and who are experiencing symptoms** - may return to work when at least 24 hours have passed since recovery (no fever without fever-reducing medications and improvement in symptoms) AND at least 10 calendar days have passed since symptoms first appeared. Doctor’s note must be submitted prior to return to work.
- **Staff had a positive COVID-19 test but has not displayed symptoms** - may return to school/work when at least 10 calendar days have passed since their first positive COVID-19 test. Doctor’s note must be submitted prior to return to work.
- **Staff receives a negative COVID-19 test** and has not displayed any symptoms and has no fever without fever-reducing medications for at least 24 hours. **However**, if the staff member was in close contact with a diagnosed COVID-19 case, the staff member should finish the 7-day quarantine to assure that they did not receive a false negative test result.
- **Staff had close contact* with someone with a positive COVID-19 test and remained asymptomatic** - may return to work 7 days after last contact (with a negative COVID-19 test) or 10 days (without a test).
- **Staff had close contact* with a household member who is diagnosed with COVID-19** -
 - a. If the diagnosed household member has been isolated, the staff member may return after quarantining for 7 days from the date of last contact with the household member (if receiving a negative COVID-19 test) or 10 days from the date of last contact with the household member (without testing). Doctor’s note must be submitted prior to return to work.
 - b. If the diagnosed household member has **not** been isolated from others in the household, the staff member may return to work after quarantining for an additional 7-10 (depending on if the staff member

tested negative (7 days) or has not tested (10 day) **AFTER** the diagnosed household member has recovered (no fever without fever-reducing medications and improvement in symptoms) **AND** at least 10 calendar days have passed since symptoms first appeared. Doctor's note must be submitted prior to return to work.

- **Staff presents a doctor's order which is different than the above-mentioned guidelines** - case will be reviewed by HR, with the more stringent requirements determining the return to work.

***Close contact** - having exposure to a person diagnosed with COVID-19 **for more than 15 cumulative minutes and closer than 6 feet within a 24 hour period of time.**

Isolation - keeps someone who is sick or has tested positive for COVID-19 away from others, even in their own home.

Quarantine - keeps someone who is not yet sick but has been in close contact with someone who has COVID-19 away from others.

****All communications must be compliant with protection of staff and student privacy.**

