



Shawnee Public Schools COVID-19 Health Care Notice

Shawnee Public Schools is dedicated to assuring the health and safety of all employees. In doing so, it is imperative that employee exposures to COVID-19 are managed appropriately. Remember, these guidelines may be adjusted at any time due to the ever changing climate surrounding the health pandemic. The most recent changes can be found on the website. Printed copies may be out of date.

Prevention

Prevention is the responsibility of all employees. Proper adherence to recommended health practices is expected. All employees shall utilize appropriate preventative best practices, including the utilization of personal protective equipment (PPE- masks) and hygiene recommendations. Also, all employees should monitor their temperatures before entering a work area. If a fever is discovered, the employee should report the temperature to his/her supervisor and leave work immediately. If an employee is feeling ill, the employee should not report to work. The employee is to notify their supervisor of their inability to report to work as soon as possible. If an employee is at the workplace and develops symptoms, the employee shall immediately notify their supervisor or designee and leave work immediately.

Everyone Should . . .

[Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your cloth face covering
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a [cloth face cover](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.

- **Then, use a household disinfectant.**

Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

District Communication in Relation to COVID-19

Definitions:

- **Positive COVID-19** – confirmed positive test of COVID-19 by way of a COVID-19 test (Recommended PCR test)
- **Exposure** -contact with a coworker or family member with a CONFIRMED positive COVID-19 case. Exposure (close contact) is directly related to “someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.”

In the event that we receive notification that a student or staff member has tested positive for COVID-19 or has had a possible exposure to COVID-19 based on CDC recommendations, the following protocols are utilized.

1. The SPS District nurse is notified of staff member and/or student names. Our district *Contact Tracing Form* is released by the district nurse to the parties who have been identified as COVID positive. This log is filled out and submitted to a secure district SPS web form. The information collected by the *Contact Tracing Log* is then communicated to county health officials. County health officials use the data from the form to make contact with each individual listed as a possible exposure based on CDC guidelines for exposure. Possible exposure on the *Contact Tracing Log* requires answering the CDC questions regarding close contact (listed below). The amount of contact tracing we are required to do will vary by situation. Our goal is always open and transparent communication as allowable and the safety and well-being of staff and students.

2. The County Health Department will make contact with families and employees who were potentially exposed through direct contact with a positive COVID-19 case. If someone has been exposed but has not tested positive, others will NOT be notified in most cases, as this is considered a secondary “potential” exposure. The health department determines who is to be quarantined and for how long, as well as who should be contacted. Likewise, they contact us if someone has tested positive. They then outline any steps we need to take accordingly. The health department provides the return to work/school dates for employees and students affected with COVID-19 issues. In these situations, we as a district, will be as specific as we legally can while still protecting the privacy of the student or staff member.
3. When classroom/bus situations are involved in the reporting process, seating charts from classrooms and buses are utilized to determine who has been in close contact, [defined by the Centers for Disease Control](#) as “someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.” We will notify any individual we determine has been in close contact that they need to self-quarantine for 14 days from exposure to the infected individual.
4. We will sanitize every touch surface in affected areas with enhanced cleaning methods.
5. The County Health Department, the district nurse, or a doctor’s note can be used for all students and employees to return to work or school after a positive COVID-19 case or a close contact exposure.

Closing

If after a positive case, we need to quarantine an individual, an entire class, a grade, or a school for a period of time, we will shift that group or school to Digital Learning Days, as described in our Return to Learn Plan. If a modified schedule is needed or recommended in partnership with state or county health officials for the entire district, our district will proceed through one of two options depending on necessity: 1) a modified A/B rotating schedule; or 2) a full district-wide digital learning plan.

Local Health Department

If an individual work restriction is made by the local health department for a specific employee, the health department’s restriction will be applied instead of the ones outlined in this document.

FAQs

If I tested positive for COVID-19, when should I return to work?

Confirmed Case of COVID-19. A confirmed case is when the reporting employee has received a positive result from a COVID-19 laboratory test, with or without symptoms.

- Employees are required to contact their director supervisor and must be given a “return to work” clearance. The requirements for “return to work” in most cases, include the following:
 - Resolution of fever and improvement in respiratory symptoms for at least 72 hours and at least 10 days from onset of symptoms. If these criteria are met, retesting for COVID-19 is not required.
 - Return after 14 days from onset but with continuing symptoms are eligible for test-based clearance (a negative test). Employees must wear a mask continuously until all symptoms are resolved.
 - If hospitalized, a negative test is required before returning to work.
 - If symptoms persist past 14 days (significant fatigue, frequent cough), employees are encouraged to contact Human Resources.
 - For employees who are confirmed to be and remain asymptomatic, they may return to work following a 7-day home isolation.

Negative Test for COVID-19 - Employees should return to work immediately

Suspected case of COVID-19

A suspected case is when the reporting employee shows symptoms of COVID-19, but either has not been tested or is awaiting test results or is without symptoms (asymptomatic) and has been tested. Symptoms that may appear 2-14 days after exposure to the virus include fever (above 100.4°), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. If test results are positive, a suspected case becomes a confirmed case.

Exposure

How do I limit my exposure to COVID-19 at work?

- Be diligent about wearing your mask, follow hygiene guidelines, and always social distance.

What is considered exposure?

<p>Contact with coworker with confirmed COVID-19</p>	<p>Tier 1 – Close unprotected contact during infectious period (examples: unprotected 15 minutes within 6 feet, unprotected lunch, carpool, reside in same house) Testing recommended and may be required</p> <p>Tier 2 – Protected contact wearing PPE but prolonged exposure during infectious period (examples: in the same room, break room, small room, or sharing the same workstation) Testing recommended</p> <p>Tier 3 – Protected but occasional brief contact during infectious period (examples: same shift or area but</p>
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	limited contact) Testing not needed unless symptoms prevalent
Contact with individual in community/home with confirmed COVID-19	<p>Tier 1 – Close unprotected contact during infectious period (examples: unprotected 15 minutes within 6 feet, unprotected lunch, carpool, reside in same house) Testing recommended and may be required</p> <p>Tier 2 – Protected contact wearing mask but prolonged exposure during infectious period (examples: household contact) Testing recommended</p> <p>Tier 3 – Protected but occasional brief contact during infectious period (examples: brief contact at grocery store) Testing not needed unless symptoms prevalent</p>
Travel	<p>All International Travel – Out of work up to 14 days from return. CDC recommends self-isolation at home. Must contact Human Resources for return to work release.</p> <p>Travel by Cruise Ship – Out of work up to 14 days from return. CDC recommends isolation at home. Must contact Human Resources for return to work release.</p> <p>Domestic Travel – No symptoms, return to work, wear mask, self-temperature and symptom monitoring for 14 days from return. Notify supervisor.</p>

Employee Attendance

- If an employee or his/her family member is ill or has been advised to quarantine due to personal risk of COVID-19, an employee will take appropriate accrued leave.
- If an employee develops any COVID-19 symptoms or feels they have been directly exposed to COVID-19, contact with the immediate supervisor should be made immediately and appropriate leave must be taken. Questions about employee leave options should be directed to Teresa Wilkerson, Assistant Superintendent - Secondary Schools/Human Resources.
- In instances of a classroom, school area, or site quarantine, digital learning or other remote work may be possible and may negate the need for employees to use accrued or federal leave. Immediate supervisors will work with the Assistant Superintendent to advise employees of leave protocols during a district or state required COVID-19 quarantine or closure.

Employee Leave Options

- First and foremost, an employee should always seek to use appropriate accrued leave as outlined in Board Policy and the Negotiated Agreement. Leave options are listed below, with the exception of leave which has been made available through the Families First Coronavirus Response Act (FCCRA).
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Families First Coronavirus Response Act (FCCRA)

- FCCRA provides full-time employees with paid federal sick leave for up to 80 hours or 2 full weeks. Part-time employees have the equivalent leave available based on the average number of hours over two weeks. Employees are eligible for FCCRA based on the following criteria:

FCCRA Federal Leave at Full Pay

- The employee is subject to a federal, state, or local quarantine or isolation related to COVID-19.
- The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis.

FCCRA Federal Leave at Two-Thirds Pay

- The employee is caring for an individual who is subject to an order related to COVID-19.
- The employee is caring for their son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of the son or daughter is unavailable due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
- To apply for FCCRA Federal Leave, please complete the FCCRA Leave Request Form, contact your immediate supervisor, or contact the Human Resource Office.

District Leave Options- See board policy and/or negotiated agreement

- Sick Leave
 - Employee use of accrued sick leave for any illness and especially for COVID-19 related conditions is expected and encouraged. Adherence to this policy ensures that employees who may be experiencing symptoms of COVID-19 or who may have a family member experiencing COVID-19 related conditions are identified and encouraged to seek immediate medical attention due to potential spread.
- Personal Leave
- Extended Leave
- FMLA

Request for Documentation

- The Board of Education reserves the right to require documentation for leave requested. Accordingly, the District may require documentation applicable to a request for use of sick leave, extended leave, family and medical leave, maternity leave, jury duty, association leave, and any other leave that may be permitted under the collective bargaining agreement. The only exception is that the District shall not require an individual to document the basis for use of personal leave.
- Employees have a responsibility to protect the confidentiality of students, staff, and others who may test positive for COVID-19. District notification processes will ensure that appropriate information is given to anyone directly affected in a timely manner.