

Employee Confirmed Positive Case

Purpose

To ensure the health and safety of each member of our school family, the process below applies to employees with a **Confirmed Positive Case** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employee Confirmed Case Protocol

1. Employee contacts principal/supervisor after receipt of a positive COVID-19 test result.
2. If employee is at work, they return home immediately. If they are home, they remain home under care of their medical provider.
3. Principal/Supervisor will determine if work from home is an option dependent on presence of symptoms and employee's health status.¹
4. Principal/Supervisor will collect case information such as work/class schedule and movement around building/campus in the 48 hours leading up to the positive test result. This will include identification of potential close contacts² with others.
5. Principal/Supervisor will call Region Superintendent/Administrator and the District COVID Commander.
6. Principal/Supervisor will complete the HCPS COVID-19 Reporting Form. This automatically transmits to the HCPS COVID team.
7. The COVID Commander or a member of the HCPS COVID Team will provide immediate next steps to site administration.
8. HCPS COVID Team will immediately contact the Department of Health-Hillsborough.
9. Department of Health-Hillsborough will lead the investigation (e.g., contact tracing) and provide the HCPS COVID Team with appropriate communications and notification letters for distribution to staff and students that are identified as a close contact² of the confirmed case.
 - Principal/Supervisor will notify close contacts and provide guidance.
10. Per the Department of Health-Hillsborough, the employee will be required to isolate for the length of time noted below:
 - At least 10 days have passed since symptoms first appeared or since positive test date;
 - At least 24 hours fever-free without the use of fever-reducing medications; **and**
 - Overall symptoms have improved.
11. Individuals determined to be affected following completion of the COVID-19 Response Protocol will be asked to quarantine for 14 days per CDC and FLDOH recommendations.
12. Affected classroom(s) and workspace(s) will be deep cleaned per HCPS protocols within 24 hours.
13. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts.
14. Employee **must** meet the following criteria prior to returning to work:
 - COVID-19 Symptoms have improved **AND** fever-free for 24 hours without the use of fever-reducing medications.
15. Employee contacts their principal/supervisor on the last day of quarantine and returns to regular work duties.

¹If an employee is unable to work from home, they may qualify for up to 80 hours of Emergency Paid Sick Leave under the Family First Coronavirus Response Act (FFCRA). Per the FFCRA, Emergency Paid Sick Leave is available one-time through December 31, 2020. Sites should contact their HR Rep for additional information.

²Close contact is defined by the Department of Health-Hillsborough as within six (6) feet for longer than fifteen (15) minutes

Confirmed Case of a Household Member

PURPOSE

To ensure the health and safety of each member of our school family, the process below applies to employees with a **Confirmed Case of a Household Member** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Confirmed Case of a Household Member Protocol

1. Employee immediately contacts principal/supervisor if a household member receives a positive COVID-19 test result.
2. If the employee is at work, they should return immediately. If they are home, they should remain home under the care of their medical provider as needed.
3. Principal/Supervisor will determine if work from home is an option.¹ If this is not possible, options will be discussed.
4. Principal/Supervisor will collect information about the case, including potential close contacts².
5. Principal/Supervisor will call the Region Superintendent/Administrator and the COVID Commander.
6. Principal/Supervisor will complete the HCPS COVID-19 Reporting Form which automatically transmits to the HCPS COVID team.
7. The COVID Commander or a member of the HCPS COVID Team will provide immediate next steps to the principal/supervisor.
8. Principal/Supervisor will advise the employee to follow up with a healthcare provider. The healthcare provider may recommend the employee be tested for COVID-19.
 - If the employee is tested, they should report the test results to the principal/supervisor immediately upon receipt.
 - If test results are positive, the employee must follow the process for an **Employee Confirmed Positive Case**.
9. Employee will be required to quarantine for 14 days per the CDC and the Florida Department of Health-Hillsborough.
10. Employee contacts their principal/supervisor on the last day of quarantine and returns to regular work duties.

¹If an employee is unable to work from home, they may qualify for up to 80 hours of Emergency Paid Sick Leave under the Family First Coronavirus Response Act (FFCRA). Per the FFCRA, Emergency Paid Sick Leave is available one-time through December 31, 2020. Sites should contact their HR Rep for additional information.

²Close contact is defined by the Department of Health-Hillsborough as within six (6) feet for longer than fifteen (15) minutes

Symptomatic Employee

Purpose

To ensure the health and safety of each member of our school family, the process below applies to **Symptomatic Employees** (e.g. employees who are experiencing symptoms of COVID-19). All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations. Substitute teachers from Kelly Services are included in this protocol.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptomatic Employee Protocol

1. Employee immediately contacts principal/supervisor if they are experiencing COVID-19 related symptoms.
2. If the employee is at work, they should return home immediately. If they are home, they should remain home under the care of their medical provider as needed.
3. Principal/Supervisor will determine if work from home is an option dependent on degree of symptoms and employee's health status.¹
4. Principal/Supervisor will collect information about the case, including potential close contacts².
5. Principal/Supervisor will call the Region Superintendent/Administrator and the COVID Commander.
6. The COVID Commander or a member of the COVID Team will provide immediate next steps to the principal/supervisor.
7. Principal/Supervisor will advise the employee to follow up with a healthcare provider. The healthcare provider may recommend the employee be tested for COVID-19.
 - If the employee is tested, they should report the test results to the principal/supervisor immediately upon receipt.
 - If test results are positive, the employee must follow the process for an **Employee Confirmed Positive Case**.
8. Employee may be required to quarantine based on symptoms per the recommendations of their healthcare provider and per the Department of Health-Hillsborough guidelines.
9. Employee **must** meet the following criteria prior to returning to work:
 - COVID-19 Symptoms have improved **AND** fever-free for 24 hours without the use of fever-reducing medications.
10. Employee contacts principal/supervisor on final sick day and returns to regular work duties.

¹If an employee is unable to work from home, they may qualify for up to 80 hours of Emergency Paid Sick Leave under the Family First Coronavirus Response Act (FFCRA). Per the FFCRA, Emergency Paid Sick Leave is available one-time through December 31, 2020. Sites should contact their HR Rep for additional information.

²Close contact is defined by the Department of Health-Hillsborough as within six (6) feet for longer than fifteen (15) minutes

Exposure to a Close Contact of a Confirmed Case

Purpose

To ensure the health and safety of each member of our school family, the process below applies to employees with **Exposure to a Close Contact of a Confirmed Case** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations. Kelly Services substitute teachers are included in this protocol.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Exposure to a Close Contact of a Confirmed Case Protocol

1. Employee immediately contacts principal/supervisor if there is a known exposure to a close contact¹ with a confirmed case.
2. The employee will be advised to:
 - Monitor themselves closely for any symptoms.
 - Follow up with health care provider with any concerns.
3. Employee remains at work following HCPS social distancing guidelines and use of mask/face coverings **unless directed by their health care provider or the Department of Health-Hillsborough to quarantine.**

¹Close contact is defined by the Department of Health-Hillsborough as within six (6) feet for longer than fifteen (15) minutes

Websites

The following websites are valuable resources of information for our school community:

- <https://www.cdc.gov/>
- <http://hillsborough.floridahealth.gov/>
- <https://www.hillsboroughcounty.org/en>

HCPS COVID-19 Reporting Form

Principals/Supervisors should use the link below to report a *Confirmed Positive Employee Case* or *Direct Contact/Exposure to a Confirmed Positive* person.

- https://forms.office.com/Pages/ResponsePage.aspx?id=-f2oEP_CDU6cGR_iwYgWSrMQ1FIWhnVGg31bzx9C5XdUNzBPNIk1Q0pJNTVDMU1MRINYMjIVT1oxQS4u

HCPS COVID-19 Email Address

The following email address has been established for our school community to ask questions and share concerns with the HCPS COVID Team:

- COVID@hcps.net

Kelly Services Contact Number

(813)523-4690