

# McCall Donnelly School District Staff Protocol

## Staff Procedures

All employees, including substitutes and volunteers, shall take a temperature reading and ask the following three **questions daily** before entering the school.

### 1. Since the last day at work have you had any of these symptoms?

- Oral temperature of 100.0 or greater
- Cough
- Shortness of Breath
- Cold-like symptoms
- Nausea/Vomiting
- Chills/Repeated Shaking
- Headache
- Sore Throat
- Recent loss of taste or smell
- Muscle/Body Ache
- Diarrhea

**Response: Employees, substitutes and volunteers with symptoms should stay home and may return to school 24 hours after symptoms resolve without the use of fever-reducing medication.**

- Enter absence in Frontline as sick, personal, and/or vacation leave.
- If you suspect that you have COVID-19, see Response to question #2.

### 2. Have you been diagnosed with, are being tested for, or are suspected of having COVID-19?

**Response: If you answer YES do not enter the school building until:**

- At least 10 days from the first symptom and at least 24 hours fever free without fever-reducing medication and when respiratory symptoms are improving, or
- The medical provider has determined a different illness other than COVID-19 and has cleared you to return, or

### 3. Have you been in [close contact](#) (within 6 feet for 15 mins. or longer) with someone diagnosed with COVID-19 in the last 14 days?

**Response: If you answer YES, self-quarantine for 14 days from the date of last contact prior to returning to school. If you become sick during quarantine and are diagnosed with, being tested for, or are suspected of having COVID-19, see Response to question #2.**

**If the answer is YES to any of the above questions:**

- Do not report to work or enter any school or district facility.
- Notify your principal or immediate supervisor.
- Consult your healthcare provider for advice.
- Employees answering YES to questions #2-3 may qualify for COVID-19 leave allocated under the [Families First Coronavirus Response Act](#). Follow employee responsibilities below for reporting absence.

**All persons should maintain recommended [hygiene](#) practices per CDC guidelines.**

Stay home when sick ~ Wash hands often ~ Cover coughs and sneezes

Avoid touching eyes, nose, or mouth ~ Practice physical distancing

Face-coverings are encouraged at school.

# McCall Donnelly School District Staff Protocol

## Staff ADA Accommodations and Leave Options

### All Staff

- Employees that meet the [Families First Coronavirus Response Act](#) (FFCRA) with qualifying reasons will be paid and/or provided leave as defined by requirements set forth by the Federal government.
  - The FFCRA form can be requested from the District Office and filled out with required supporting documentation in order to qualify for this type of leave.
- Additional types of leave are available per the master contract agreement.
- Questions regarding leave options and eligibility may be directed to Penny Lancaster.
- Employees are encouraged to maintain open lines of communication with supervisors.

### Vulnerable Staff

- Employees who are at [increased risk for severe illness](#) from COVID-19 and need to take extra precautions, should consult with Penny Lancaster.
  - An employee choosing to return to work can engage in the District ADA accommodation process under the Americans with Disabilities Act to discuss reasonable accommodations related to essential job functions.
  - The District will follow District and Federal policies, procedures, and protocols for requesting other types of leave options.
  - Vulnerable staff should establish a process for regular check-ins with their supervisor.

## Procedures for a Confirmed COVID-19 Case Among Staff

### *Employee Responsibilities:*

- If you test positive, or have been confirmed to have COVID-19, or are living in a home with someone who has tested positive for COVID-19, or have been told to quarantine by a health official:
  - a. Do not report to work or enter any school or district facility.
  - b. Notify your principal or immediate supervisor of the positive case and the need to take leave.
  - c. Report your leave to the District Office to be entered into the Frontline absence reporting system.
    - The District will provide those that meet the Families First Coronavirus Response Act (FFCRA) criteria a Leave Request Form upon notification.
    - The FFCRA form and all required documentation must be returned to the District Office within 14 days, when possible.

**All persons should maintain recommended [hygiene](#) practices per CDC guidelines.**

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- If you have exhausted your COVID-19 leave or are unsure of eligibility for COVID-19 or other types of leave, contact Penny Lancaster.
- d. Employees who have tested positive for COVID-19 or who have not been tested but were confirmed to have COVID-19 and directed to stay home, may return to work per CDC guidance:
  - At least 10 days from the first symptom and at least 24 hours fever free without fever-reducing medication and when respiratory symptoms are improving.
- di. Employees that have been in close contact with someone who has tested positive for COVID-19 may return to school 10 days after the date of last exposure. *If you become sick during quarantine and are diagnosed with, being tested for, or are suspected of having COVID-19, stay home at least 10 days from the first symptom and at least 24 hours fever free without fever-reducing medication and when respiratory symptoms are improving.*

### **District Responsibilities:**

- Principal or supervisor to notify School Nurse of the report of an employee who has tested positive for COVID-19.
- The School Nurse will contact Central District Health office to notify of report of employee testing positive for COVID-19 and to determine an appropriate course of action based on the specific situation.
- Principal or supervisor in collaboration with the School Nurse, will assist Central District Health with contact tracing and investigation.
- Principal or supervisor will communicate to staff, students, and parents, as applicable, the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).
- District administration in collaboration with the Principal and School Nurse, will assist with the implementation of the response plan for a confirmed case based on collaboration with Central District Health Department.
- Penny Lancaster will assist the employee in completing steps to access COVID-19 leave, or other types of leave, if eligible.
- Penny Lancaster will collect necessary documentation as required under the Families First Coronavirus Response Act.

All plans and guidance are subject to change, based upon updated guidance from the Centers for Disease Control (CDC), Central District Health (CDH) and local healthcare providers.

**All persons should maintain recommended hygiene practices per CDC guidelines.**

Stay home when sick ~ Wash hands often ~ Cover coughs and sneezes  
Avoid touching eyes, nose, or mouth ~ Practice physical distancing  
Face-coverings are encouraged at school.

# Illness Decision Tree for Schools

## Q1: Are you experiencing COVID-19 symptoms? They include:

- » Fever (100.4°F or 38°C) without having taken any fever-reducing medications, such as acetaminophen or ibuprofen.
- » Chills
- » Cough
- » Fatigue
- » New or unusual headache
- » Muscle aches
- » Congestion or runny nose
- » Loss of smell or taste
- » Nausea, vomiting, diarrhea, or loss of appetite
- » Sore throat
- » Shortness of breath

(One or more of these symptoms that is a new onset or is an increase in severity)

**YES, I HAVE SYMPTOMS**

**NO SYMPTOMS**

## Q2: HAVE YOU -

**2.1:** Had close contact with a confirmed or suspected COVID-19 case?

**2.2:** Travel to or live in an area that is designated Category 3 (Substantial Community Transmission)?

**YES, to 1 or more**

**NO**

Quarantine yourself and contact your healthcare provider (HCP).

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Stay at home until you are fever free without medication for 24 hours and symptoms improve or resolve per school illness policy.

Quarantine yourself for 14 days from last exposure date.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Practice physical distancing and good hygiene.

**If YES to 2.1:**

Isolate for 10 days from the onset of symptoms.

**If YES to 2.2 & you received an alternative diagnosis or negative test:**  
Follow HCP & school guidance on when to return.

**If NOT tested:**  
Isolate for 10 days from onset of symptoms and follow school return policy.

Anyone who has been identified as a close contact needs to quarantine regardless of symptoms or other illnesses, **EVEN** if you receive a negative test result.

**If YES to any of these, call:**