

Amity Regional School District No. 5 COVID-19 Protocols

These protocols are based on recommendations from Quinnipiack Valley Health District, the Connecticut Department of Public Health, and the Centers for Disease Control.

Employees at Work:

- Employees who are ill should stay home. This includes not only symptoms of COVID-19, but other illnesses as well (cold/flu symptoms, and gastrointestinal (GI) issues)
- Staff should practice proper sneeze and cough etiquette, avoid touching their face, and wash hands frequently, especially after touching common areas such as door handles, bathrooms, refrigerators/kitchens, copiers, etc.
- Maintain social distance (greater than six (6) feet).
- Do not share office tools such as phones, computer keyboards, pens, etc.
- Minimize the passing of papers or wear gloves when filing.

Employees who are ill:

- Employees who have [symptoms](#) should notify their supervisor and stay home.
- These symptoms may appear 2-14 days after exposure and include, but are not limited to:
 - Fever
 - Cough
 - Shortness of breath
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- Sick employees should follow [CDC-recommended steps](#). These include, but are not limited to:
 - Stay home. Do not leave your home, except to get medical care. Do not visit public areas.
 - Stay in touch with your doctor. Call before you get medical care.
 - Avoid public transportation.
 - Stay away from others. Stay in a specific “sick room” if possible, and use a separate bathroom, if available.
 - Cover your coughs and sneezes.
 - Clean your hands often.
 - Clean and disinfect. Routinely clean high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
 - Avoid sharing personal household items.

Ill Employees Return to Work:

- Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
 - ***If you do 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 72 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 7 days have passed since your symptoms first appeared
 - ***If you are 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)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).

Employees who are well but who have a sick family member at home with diagnosed COVID-19:

- Notify their supervisor and follow [CDC recommended precautions](#).
- Self-quarantine at home for 14 days from the sick family member's onset of symptoms and monitor themselves for symptoms.
- Household members should stay in another room or be separated from the patient as much as possible. Household members should use a separate bedroom and bathroom, if available.
- help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.
- Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.
- Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid sharing household items with the patient.
- Wash laundry thoroughly.

Presumed COVID-19 Infection in the Workplace:

- If an employee is presumed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employees who were in close contact with the presumed infected should then self-monitor for [symptoms](#).
- These symptoms may appear 2-14 days after exposure and include, but are not limited to:
 - Fever
 - Cough
 - Shortness of breath
- Close contact is defined as:
 - Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case; OR
 - Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Confirmed COVID-19 Infection in the Workplace:

- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employees who were in close contact with the confirmed infected should then self-quarantine at home for 14 days from the sick co-worker's onset of symptoms and monitor themselves for symptoms.
- These symptoms may appear 2-14 days after exposure and include, but are not limited to:
 - Fever
 - Cough
 - Shortness of breath
- Close contact is defined as:
 - Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case; OR
 - Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the workplace. Use guidelines from CDC - [“Disinfecting Your Facility if Someone is Sick”](#).

General Flow Chart of Responsibilities for COVID-19 in the Workplace

