HARRISON CENTRAL SCHOOL DISTRICT
COVID-19 Absence Protocols

I have one or more COVID-19 symptoms

- Complete daily COVID screening survey and answer "Yes" to the question asking if you have a COVID-related symptom.
- Email Brian Ladewig & your immediate supervisor to share details about your situation.
- Contact physician within 48 hours (preferably sooner) to determine if COVID testing required.
- Enter "sick" day in AESOP; if your doctor refers for COVID testing, notify HR and HR will change absence to COVID-Sick (COVID days will not deduct from allotted sick time).
- If referred for testing, remain home and await results. If symptom(s) are unrelated to COVID your physician will need to provide an alternative diagnosis and indicate that no COVID testing is required. Provide this written documentation to Brian Ladewig.
- If awaiting COVID test results and you feel well enough to teach, the District may permit you to teach remotely from home; contact Brian Ladewig for details.
- If you are not well enough to teach remotely, you can use up to 10 COVID-Sick days in total under FFCRA (contact Brian Ladewig); if COVID-Sick days are exhausted you will use your own sick days.
- Provide COVID test results to Brian Ladewig; you may return to work with a negative test & resolution of symptoms; if results are positive, must stay home for 10 days with last 72 hours symptom free.

A member of my household has one or more COVID-19 symptoms

- Complete daily COVID screening survey and answer "Yes" to the question asking if you have had contact with a suspected case.
- Email Brian Ladewig & your immediate supervisor to share details about your situation.
- Contact physician within 48 hours (preferably sooner) to determine if COVID testing required.
- Enter "Family Illness" day in AESOP; if your doctor refers for COVID testing, notify HR and HR will change absence to COVID-Family Illness (COVID days will not deduct from allotted family illness time).
- If referred for testing, remain home and await results. If symptom(s) are unrelated to COVID the physician will need to provide an alternative diagnosis and indicate that no COVID testing is required. Provide this written documentation to Brian Ladewig.
- While awaiting COVID test results, the District may permit you to teach remotely from home; contact Brian Ladewig for details.
- If you are not able to teach remotely, you can use up to 10 COVID-Family Illness days in total under FFCRA (contact Brian Ladewig); if COVID-Family Illness days are exhausted you will use your own leave time.
- Provide COVID test results to Brian Ladewig; you may return to work with a negative test & resolution of symptoms; if results are positive, must quarantine for 14 days with last 72 hours symptom free.

I am required to quarantine due to COVID-19 exposure

- Complete daily COVID screening survey and answer "Yes" to the question asking if you have had contact with a positive case.
- Email Brian Ladewig & your immediate supervisor to share details about your situation.
- Stay home for 14 day quarantine, monitor for symptoms; date of exposure is day "0" and 14-day quarantine begins the next day.
- During quarantine, the District may permit you to teach remotely from home; contact Brian Ladewig for details.
- If permitted to work remotely, HR will enter absences in AESOP. If unable to work remotely, absences will be classified as COVID-Quarantine under FFCRA.
- There is no requirement to be tested during quarantine, and a negative test will NOT release you from quarantine.

I plan to travel to a state on the NYS travel advisory list

- Contact Brian Ladewig to explain the reason for your intended travel.
- If travel will require absence from work, the reason for the travel should be "essential" as defined by NYS.
- Essential travel includes travel required to care for elderly, minors, dependents or persons with disabilities; manage after-death arrangements and burial; comply with a court order; comply with parental custody arrangements; or avoid domestic violence or child abuse. Documentation may be required to substantiate your request.
- Within three days of departure, prior to arrival in NY, obtain negative test result; quarantine for 4 days upon return, and then obtain second negative test result. Provide test results from both tests to Human Resources*
- If two negative test results cannot be obtained, as per NYS requirements, then 14-day quarantine applies upon return to NY. Click here for more information on NYS quarantine requirements.
- If you have traveled to a state on the NYS travel advisory list, be sure to answer YES to this question on the daily COVID questionnaire.
- During quarantine, the District may permit you to teach remotely from home; contact Brian Ladewig for details.

* Note: When seeking a COVID test, be sure to get a PCR molecular test. Rapid antigen tests are less reliable and a negative result on a rapid antigen test has to be confirmed with a molecular test. Antibody tests will indicate if a person has been exposed to coronavirus, but will not indicate if a person currently has an active case of COVID-19.

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