



STAFF GUIDANCE ON RESPONSE TO COVID-19



Just as we have practices in place to keep our students, team, and families safe, we also have protocols to follow if a staff member develops symptoms of COVID-19, tests positive for COVID-19, or has **close contact** with someone who has tested positive or is presumed to be positive for COVID-19.

Important: The district conducts its own internal contact tracing and notifies the Tulsa Health Department of all positive cases. We will contact you if we believe you have had **close contact** at work with someone who is positive or presumed to be positive for COVID-19. **Please make sure that the district has your current personal phone number on file.**



YOU SHOULD STAY HOME FROM WORK AND CALL YOUR SUPERVISOR FOR NEXT STEPS IF:

- You are exhibiting symptoms of COVID-19, including:
 - » Fever (100.4° Fahrenheit or higher) or feeling feverish (chills, sweating)
 - » New cough
 - » Shortness of breath or difficulty breathing
 - » Muscle aches or body aches
 - » New loss of taste or smell
 - » Headache
 - » Sore throat
 - » Nausea
 - » Vomiting or diarrhea
 - » Fatigue
 - » Congestion or runny nose
- You have tested positive for COVID-19.
- You have had **close contact** in the last 14 days with someone who has tested positive for COVID-19, or someone who has or had symptoms of COVID-19 after having **close contact** with someone who has tested positive (i.e., a presumed positive). **Close contact** means:
 - » Contact within 6 feet or less for 15 minutes or more in a 24-hour period;
 - » Other types of direct contact, e.g., kissing/hugging, sharing eating or or drinking utensils, being coughed/sneezed on or otherwise coming into contact with respiratory secretions, and caring for someone.
- A health care provider or public health professional has advised you to quarantine or isolate due to concerns you have or may have COVID-19.
- You have traveled on a cruise ship or internationally to a country designated by the CDC as Warning Level 3 or 4, Avoid Non-Essential Travel or Avoid All Travel, due to COVID-19.



WILL I NEED TO QUARANTINE IF I HAVE CLOSE CONTACT WITH SOMEONE WHO TESTS POSITIVE FOR COVID-19?

Individuals should **quarantine** for 14 days after they have **close contact** with a positive individual during the individual's infectious period. However, the district's critical infrastructure workforce **may** continue working onsite during the quarantine period as long as they are **asymptomatic**, do not test positive, and certain safety protocols—which are similar to the steps we are already taking across the district reduce the spread of COVID-19—are followed for the 14-day period.

If you believe you've had **close contact** with someone who has COVID-19, **don't come to work until you have talked with your supervisor**. If you are at work when you learn that someone you've had contact with has COVID-19, tell your supervisor immediately. They will work with you and your site's Point of Contact for COVID-19 to record and report your **close contact**, and to determine appropriate next steps for your situation. These may include continuing to work on-site with special safety protocols in place (as long as you remain asymptomatic and do not test positive) or taking leave during your quarantine.



WHAT IF I DEVELOP SYMPTOMS OR TEST POSITIVE AFTER I HAD CLOSE CONTACT WITH A POSITIVE PERSON ?

Do not come to work, even if you have been working on-site with special safety protocols in place . Contact your supervisor right away and isolate yourself as much as possible if you are at work. A special form of paid leave may be available to you if you are experiencing symptoms of COVID-19 and seeking a diagnosis, or if a health care provider advises you to self-isolate or self-quarantine because of concerns that you have or may have COVID-19.

QUARANTINE

According to the CDC: "Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department."

ISOLATION

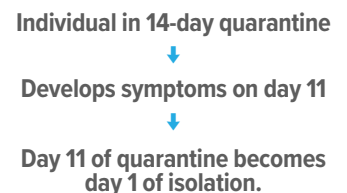
Isolation is different from quarantine. Isolation keeps someone who is infected with the virus away from others, even in their home. While quarantine lasts 14 days from the last **close contact**, isolation typically lasts 10 days from the onset of symptoms or the positive test collection (if asymptomatic).

WHY DOES QUARANTINE LAST 14 DAYS?

Because the incubation period for COVID-19 is 2-14 days after exposure, you could receive a negative test result on day 5 and a positive test result on day 10. Quarantining (and following special safety protocols if you continue working on-site during your quarantine period) for a full 14 days minimizes the chance that you will unknowingly pass the virus to others.

During the 14-day period, you should continue to monitor yourself carefully for symptoms of COVID-19 and should seek the advice of a healthcare professional regarding whether and when to be tested for COVID-19. If symptoms develop, or if you test positive even if you remain asymptomatic, you should immediately **isolate** yourself from others. **Do not come to work**. Your 14-day quarantine would change to 10 days of isolation.

FOR EXAMPLE:





WHAT DO I DO IF...

I have tested positive for COVID-19.

- **Do not come to work.**
- Contact your supervisor and tell them you've tested positive.
- Tell your supervisor or your site's COVID-19 Point of Contact about any **close contacts** you may have had at work in the 48 hours before onset of any symptoms or in the 48 hours before you were tested if you're asymptomatic.
- You will need to **isolate** for at least 10 days following the onset of your symptoms or your positive test if you are asymptomatic.
- Up to 10 days/80 hours of paid federal leave may be available to you, without having to use your own accrued leave, if a health care provider has advised you to self-isolate or self-quarantine because you have COVID-19. To apply for leave, talk with your supervisor. You may also go to [TulsaSchools.org/about/teams/talent-management](https://tulsaschools.org/finalsite.com/about/teams/talent-management) and click on the green "COVID-19 Employee Resources" button on the right side of the page. Select "school" or "district office" as your work location, then click on "How to Apply for Leave."

You may return to work on-site if:

- At least ten (10) days have passed since the onset of your symptoms or your positive test; **AND**
- Your symptoms have improved; **AND**
- You have not had a fever for at least 24 hours without taking fever-reducing medicines.
- You must also have your supervisor's permission before returning to work.

I had contact with someone who has tested positive for COVID-19 or is presumed positive for COVID-19 (i.e., they have symptoms of COVID-19 and a known exposure).

- **Do not come to work until you have talked with your supervisor.**
- Your supervisor will determine appropriate next steps in consultation with your site's COVID-19 Point of Contact. Appropriate next steps will depend on whether you had **close contact** with the person during their infectious period, whether you have had COVID-19 in the last 90 days, and other factors.
- Even if you had **close contact** with the person during their infectious period, you may be able to continue working on-site with special safety protocols during your 14-day quarantine period. Alternatively, you may need to take leave. Your supervisor and your site's COVID-19 Point of Contact will make that determination in accordance with district guidance.
- If you need to take leave, up to 10 days/80 hours of paid federal leave may be available to you if a health care provider advises you to self-isolate or self-quarantine because of a belief that you have or may have COVID-19. To apply for leave, talk with your supervisor. You may also go to <https://tulsaschools.org.nalsite.com/about/teams/talent-management> and click on the green "COVID-19 Employee Resources" button on the right side of the page. Select "school" or "district office" as your work location, then click on "How to Apply for Leave."
- You should contact your health care provider regarding whether and when you should be tested.

You may return to work on-site following a close contact during your 14-day quarantine period only if:

- Your supervisor authorizes you to work on-site after consultation with your site's COVID-19 Point of Contact; **AND**
- You remain asymptomatic and don't test positive; **AND**
- Special safety protocols are followed during the 14-day period, which your supervisor will inform you about.
- You may also continue working on-site, without the need to follow the special safety protocols, if you have had a laboratory-confirmed case of COVID-19 in the last 90 days.

I'm asymptomatic, but a member of my household is experiencing symptoms of COVID-19.

- **Do not come to work until you have talked with your supervisor.**
- Your supervisor and your site's COVID-19 Point of Contact will determine based on the circumstances (including whether your household member has

had a known **close contact** and whether you have had COVID-19 in the last 90 days) if you can continue working on-site with special safety protocols in place or whether you will need to take leave.

- If you are needed to care for the household member who is experiencing symptoms because they have been advised to self-isolate or self-quarantine, you may be entitled to take up to 10 days/80 hours of paid federal leave and should talk with your supervisor. You may also go to <https://tulsaschools.org/finalsite.com/about/teams/talent-management> and click on the green "COVID-19 Employee Resources" button on the right side of the page. Select "school" or "district office" as your work location, then click on "How to Apply for Leave."
- You should contact your health care provider regarding whether and when you should be tested for COVID-19.
- If you are working on-site with special safety protocols in place, tell your supervisor immediately if your household member tests positive. If at any point you develop symptoms or test positive yourself, do not come to work.

You may work on-site pending receipt of your household member's test results if:

- Your supervisor authorizes you to work on-site after consultation with your site's COVID-19 Point of Contact; **AND**
- You follow any special safety protocols as directed by your supervisor and/or your site's COVID-19 Point of Contact; **AND**
- You remain asymptomatic and don't test positive yourself. **Do not come to work if you develop symptoms or test positive.**
- Also, if you are taking leave, even if your family member tests positive, you can return to work on-site if it has been at least 14 days since your last **close contact** with your family member and you remain asymptomatic and haven't tested positive.

I'm asymptomatic, but a household member has tested positive for COVID-19.

- **Do not come to work.**
- Your supervisor and your site's COVID-19 Point of Contact will determine appropriate next steps based on the circumstances. Unless you have had COVID-19 yourself in the last 90 days, you will need to quarantine for 14 days after your household member's isolation period (usually 10 days) ends. During that time, you will need to take leave, unless you didn't have **close contact** with your household member during their infectious period. You may also be able to continue working on-site with special safety protocols in place, as long as you remain asymptomatic and don't test positive. Your supervisor will make that determination in accordance with district guidance.
- Up to 10 days/80 hours of paid federal leave may be available to you if a health care provider advises you to self-isolate or self-quarantine because of a belief that you have or may have COVID-19, or if you are needed to care for your household member because they have been advised to self-isolate or self-quarantine. To apply for leave, talk with your supervisor. You may also go to <https://tulsaschools.org.finalsite.com/about/teams/talent-management> and click on the green "COVID-19 Employee Resources" button on the right side of the page. Select "school" or "district office" as your work location, then click on "How to Apply for Leave."
- You should contact your health care provider for guidance regarding whether and when you should be tested.

You may return to work on-site if:

- Your supervisor and your site's COVID-19 Point of Contact determine that you may work on-site; **AND**
- You remain asymptomatic and follow any special safety protocols they instruct you to follow upon your return to work; **OR**
- You're asymptomatic and it has been 14 days since your last **close contact** with your household member, and they have either completed their isolation period or you will not have continued **close contact** with them.



WHAT DO I DO IF...

I begin experiencing symptoms of COVID-19 while away from work.

- **Do not come to work until you have talked with your supervisor.**
- Contact your supervisor and let them know you are experiencing symptoms of COVID-19.
- Your supervisor and/or your site's COVID-19 Point of Contact will need details about when your symptoms started, when you were last on-site, where you spent time, and who you may have had contact with so they can make sure any necessary cleaning is conducted and can begin internal contact tracing efforts. Be sure to tell them about any **close contacts** you may have had at work in the 48 hours before onset of your symptoms.
- You will be instructed to stay home and advised to contact your health care provider for guidance regarding your symptoms and whether and when you should be tested.
- You may be entitled to take up to 10 days/80 hours of paid federal leave if you are experiencing symptoms that may be COVID-19 and seeking a diagnosis. To apply for leave, talk with your supervisor. You may also go to <https://tulsaschoolsorg./finalsite.com/about/teams/talent-management> and click on the green "COVID-19 Employee Resources" button on the right side of the page. Select "school" or "district office" as your work location, then click on "How to Apply for Leave."

You may return to work on-site if:

- Your supervisor and your site's COVID-19 Point of Contact determine that it is appropriate for you to return to work on-site.
 - » It will generally be appropriate for you to return to work on-site if you test negative for COVID-19, provided that you have not had known **close contact** with a person who has or is presumed to have COVID-19, and any symptoms you were experiencing have resolved, or a healthcare provider states that your symptoms are not contagious (e.g., that they are due to allergies).
 - » If you test positive for COVID-19, you won't be able to return to work until 10 days have passed since onset of your symptoms, provided that your symptoms are improving, and you have been fever-free for at least 24 hours without taking fever-reducing medicines.

I begin experiencing symptoms of COVID-19-like symptoms during the work day.

- You should immediately isolate yourself as much as possible and contact your supervisor.
- You will need to leave the building and will be isolated within the building if you can't leave immediately. Your supervisor and/or your site's COVID-19 Point of Contact will advise you (by phone if you've left the building) on next steps.
- Your supervisor and/or your site's COVID-19 Point of Contact will need details from you about when your symptoms started, where within the building you spent time, and with whom you had contact at work in the 48 hours prior to the start of your symptoms and while you were symptomatic, so they can make sure any necessary cleaning is conducted and can begin the necessary internal contact tracing efforts.
- You will be instructed to stay home and advised to contact your health care provider for guidance regarding your symptoms and whether and when you should be tested.
- You may be entitled to take up to 10 days/80 hours of paid federal leave if you are experiencing symptoms that may be COVID-19 and seeking a diagnosis. To apply for leave, talk with your supervisor. You may also go to <https://tulsaschoolsorg./finalsite.com/about/teams/talent-management> and click on the green "COVID-19 Employee Resources" button on the right side of the page. Select "school" or "district" as your work location, then click on "How to Apply for Leave."

You may return to work on-site if:

- Your supervisor and your site's COVID-19 Point of Contact determine that it is appropriate for you to return to work on-site.
 - » It will generally be appropriate for you to return to work on-site if you test negative for COVID-19, provided that you have not had known **close contact** with a person who is positive or is presumed to be positive COVID-19, and any symptoms you were experiencing have resolved, or a healthcare provider states that your symptoms are not contagious (e.g., that they are due to allergies).
 - » If you test positive for COVID-19, you won't be able to return to work until 10 days have passed since onset of your symptoms, provided that your symptoms are improving, and you have been fever-free for at least 24 hours without taking fever-reducing medicines.

This document is intended to provide concise guidance for employees of Tulsa Public Schools regarding what they should do and what they can expect in the event they develop symptoms of, test positive for, or have close contact with someone who has or is presumed to be positive for, COVID-19. The district reserves the right to modify or withdraw this guidance or any part hereof at any time, and to interpret and implement it consistent with current recommendations of the Centers for Disease Control (CDC) and/or the Tulsa Health Department (THD), applicable federal, state, and local laws, regulations, ordinances, orders, and directives, and/or the provisions of any applicable collective bargaining agreement.