

# Employee Health Protocols

Employee	Procedure	Environment	Communication	Quarantine	Reentry
No signs or symptoms, no known exposure	Not at risk: Practice physical distancing, wear face covering, complete daily symptoms screen, follow CDC and school guidelines	-Daily cleaning, frequent cleaning of high-touch surfaces	Updates as necessary	Not necessary	N/A
Employee has close contact with a confirmed positive case of COVID-19	-Do not come to campus -Work remotely if possible -Notify <a href="mailto:nurses@solebury.org">nurses@solebury.org</a> -Seek medical care if necessary -COVID-19 testing recommended	-Sanitize areas that employee has occupied as appropriate based on when occupied	-Nurses notify Solebury's COVID-19 response team -Employee provides names of people with whom they have had prolonged and close contact and spaces occupied	-Quarantine at home for 14 days from date of exposure -If exposure is family member residing in same home, and employee cannot isolate from them, employee must quarantine for 14 days from the case's resolution of symptoms and at least 14 days after 10 days have passed from the case's onset of symptoms	-If employee develops COVID-19 symptoms or gets a positive test, must be released by Department of Health -If employee is not tested and/or never develops COVID-19 symptoms, they can return 14 days after date of exposure to case's infectious period -Return must be coordinated with nurse's office
Employee has symptoms consistent with COVID-19	-Go or stay home -Notify <a href="mailto:nurses@solebury.org">nurses@solebury.org</a> -Work remotely if possible	-Sanitize areas that employee has occupied as appropriate based on when occupied	-Nurses notify Solebury's COVID-19 response team -Employee provides names of people with whom they	-Quarantine at home until determination is made by healthcare	-If employee gets a positive COVID-19 test, must be released by Department of Health

A close contact is defined as "someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated."

source: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

Updated 03.03.2021

	-Employee to see their healthcare provider to obtain a COVID-19 test or alternative diagnosis		have had prolonged and close contact and spaces occupied	provider	-If employee gets a negative COVID-19 test or is not tested, must be cleared for return by their healthcare provider and the nurse's office -If employee obtains an alternative diagnosis to explain their symptoms, must provide documentation (send to <a href="mailto:nurses@solebury.org">nurses@solebury.org</a> ) and can return after at least 24 hours since improvement of symptoms without the use of medication
Employee has been tested for COVID-19 because they are symptomatic or have had close contact with a confirmed positive case of COVID-19 and are awaiting results	-Notify <a href="mailto:nurses@solebury.org">nurses@solebury.org</a> -Stay home until cleared for return -Work remotely if possible	Sanitize areas that employee has occupied as appropriate based on when occupied	-Nurses notify Solebury's COVID-19 response team -Employee provides names of people with whom they have had prolonged and close contact and spaces occupied	Quarantine at home until result is obtained	-If result is positive: Must be released by Department of Health and nurse's office -If result is negative: Must be cleared by nurse's office and healthcare provider if consulted
Employee has household member or close contact quarantining for any reason	-Notify <a href="mailto:nurses@solebury.org">nurses@solebury.org</a> -Follow recommendations from nurses before returning to campus	n/a	Updates as necessary	Dependent upon recommendation	Dependent upon recommendation

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source: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

Updated 03.03.2021

Addendum: Per [updated CDC recommendations](#), people who have been fully vaccinated against COVID-19 within the last 3 months and show no signs or symptoms consistent with the disease do not need to quarantine after a known close contact with a confirmed positive case. “Fully vaccinated” means at least two weeks have passed since receiving the second dose of a two-dose vaccine series or the first dose of a single-dose vaccine. Proof of vaccination status and disclosure of any such exposure must still be submitted to [nurses@solebury.org](mailto:nurses@solebury.org) prior to returning to campus. *It is important to note that people who are fully vaccinated but symptomatic or who are outside this 3 month window should follow the same health protocols as unvaccinated people.*

## Student Health Protocols

Student	Procedure	Environment	Communication	Quarantine	Reentry
No signs or symptoms, no known exposure	Not at risk: Practice physical distancing, wear face covering, complete daily symptom screen, follow CDC and school guidelines	-Daily cleaning, frequent cleaning of high-touch surfaces	Updates as necessary	Not necessary	N/A
Day student presents with symptoms consistent with COVID-19 during academic day or otherwise while on campus	-Isolate student (remove from classroom or other area and have them wait outside) -Notify <a href="mailto:assist@solebury.org">assist@solebury.org</a> that student must go to Health Office -Student is escorted to Health Office with face covering on -Nurse assesses student -Arrange for student to be picked up ASAP -Student to see their healthcare provider to obtain a COVID-19 test or alternative diagnosis	-Sanitize areas that student has occupied as appropriate	-Nurses notify Solebury’s COVID-19 response team and appropriate teaching personnel -Student provides names of people with whom they have had prolonged and close contact and spaces occupied -Nurses notify parents and advisor	-Quarantine at home until determination is made by healthcare provider	-If student gets a positive COVID-19 test, must be released by Department of Health -If student gets a negative COVID-19 test or is not tested, must be cleared for return by their healthcare provider and the nurse’s office -If student obtains an alternative diagnosis to explain their symptoms, must provide documentation (send to <a href="mailto:nurses@solebury.org">nurses@solebury.org</a> ) and can return after at least 24 hours since improvement

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					of symptoms without the use of medication
Day student presents with symptoms consistent with COVID-19 while at home	<ul style="list-style-type: none"> <li>-Student does not come to campus</li> <li>-Parents notify <a href="mailto:nurses@solebury.org">nurses@solebury.org</a></li> <li>-Student to see their healthcare provider to obtain a COVID-19 test or alternative diagnosis</li> </ul>	<ul style="list-style-type: none"> <li>-Sanitize areas that student has occupied as appropriate based on when occupied</li> </ul>	<ul style="list-style-type: none"> <li>-Nurses notify Solebury's COVID-19 response team</li> <li>-Student provides names of people at Solebury with whom they have had prolonged and close contact and spaces occupied at Solebury</li> <li>-Nurses notify advisor</li> </ul>	<ul style="list-style-type: none"> <li>-Quarantine at home until determination is made by healthcare provider</li> </ul>	<ul style="list-style-type: none"> <li>-If student gets a positive COVID-19 test, must be released by Department of Health</li> <li>-If student gets a negative COVID-19 test or is not tested, must be cleared for return by their healthcare provider and the nurse's office</li> <li>-If student obtains an alternative diagnosis to explain their symptoms, must provide documentation (send to <a href="mailto:nurses@solebury.org">nurses@solebury.org</a>) and can return after at least 24 hours since improvement of symptoms without the use of medication</li> </ul>

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<p>Boarding student presents with symptoms consistent with COVID-19 at any time</p>	<ul style="list-style-type: none"> <li>-Isolate student (remove from classroom or other area and have them wait outside)</li> <li>-Notify <a href="mailto:assist@solebury.org">assist@solebury.org</a> that student must go to Health Office</li> <li>-Student is escorted to Health Office with face covering on</li> <li>-Nurse assesses student</li> <li>-Boarding student admitted to isolation room in Health Center</li> <li>-Student to see healthcare provider to obtain a COVID-19 test or alternative diagnosis</li> </ul>	<ul style="list-style-type: none"> <li>-Sanitize areas that student has occupied as appropriate based on when occupied</li> </ul>	<ul style="list-style-type: none"> <li>-Nurses notify Solebury's COVID-19 response team</li> <li>-Student provides names of people with whom they have had prolonged and close contact and spaces occupied</li> <li>-Nurses notify parents and advisor</li> <li>-Nurses notify parents of roommate</li> </ul>	<ul style="list-style-type: none"> <li>-Student is released to parent or guardian for quarantine if possible</li> <li>-Student quarantines on campus in isolation unit if unable to go home</li> <li>-Quarantine until determination is made by healthcare provider</li> </ul>	<ul style="list-style-type: none"> <li>-If student gets a positive COVID-19 test, must be released by Department of Health</li> <li>-If student gets a negative COVID-19 test or is not tested, must be cleared for return by healthcare provider and the nurse's office</li> <li>-Boarding student's roommate can resume regular activity after 14 days if case is positive, or right away if alternative diagnosis is obtained</li> </ul>
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<p>Student with household member or other close contact who has tested positive for COVID-19</p>	<ul style="list-style-type: none"> <li>-Isolate student (remove from classroom and have them wait outside)</li> <li>-Notify <a href="mailto:assist@solebury.org">assist@solebury.org</a> that student must go to Health Office</li> <li>-Student is escorted to Health Office with face covering on</li> <li>-Nurses confirm report with parent/guardian/staff</li> <li>-Arrange for day students to be picked up if confirmed</li> <li>-Boarding students go to isolation room in Health Center if confirmed</li> <li>-Student must quarantine regardless of testing</li> </ul>	<p>Daily cleaning, frequent cleaning of high-touch surfaces</p>	<ul style="list-style-type: none"> <li>- Nurses notify Solebury's COVID response team</li> <li>-Student provides names of people with whom they have had prolonged and close contact and spaces occupied</li> <li>-Nurses notify advisor</li> </ul>	<ul style="list-style-type: none"> <li>-If student develops COVID symptoms or has a positive test, must be released by Department of Health and the nurse's office</li> <li>-If exposure is family member residing in same home and student cannot isolate from them, student must quarantine for 14 days from the case's resolution of symptoms and at least 14 days after 10 days have passed from the case's onset of symptoms</li> </ul>	<ul style="list-style-type: none"> <li>-If student gets a positive COVID-19 test, must be released by Department of Health</li> <li>-If a student gets a negative COVID-19 test or is not tested, must quarantine and must be cleared for return by the nurse's office and their healthcare provider if consulted</li> </ul>
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<p>Student has been tested for COVID-19 because they are symptomatic or have had close contact with a confirmed positive case of COVID-19 and are awaiting results</p>	<ul style="list-style-type: none"> <li>-Notify <a href="mailto:nurses@solebury.org">nurses@solebury.org</a></li> <li>-Stay home</li> <li>-Attend classes remotely</li> </ul>	<ul style="list-style-type: none"> <li>-Sanitize areas that student has occupied as appropriate based on when occupied</li> </ul>	<ul style="list-style-type: none"> <li>-Nurses notify Solebury's COVID-19 response team</li> <li>-Nurses notify advisor</li> </ul>	<ul style="list-style-type: none"> <li>-Day students quarantine at home until result is obtained</li> <li>-Boarding students quarantine in isolation unit until result is obtained</li> </ul>	<ul style="list-style-type: none"> <li>-If result is positive: Must be released by Department of Health and nurse's office</li> <li>-If result is negative: Must be cleared by nurse's office and healthcare provider if consulted</li> </ul>
<p>Student reports they have tested positive for COVID-19</p>	<ul style="list-style-type: none"> <li>-Nurses confirm report with parent/guardian/staff</li> <li>-Student should not come to campus</li> </ul>	<ul style="list-style-type: none"> <li>-Sanitize areas that student has occupied as appropriate based on when occupied</li> </ul>	<ul style="list-style-type: none"> <li>-Nurses notify Bucks Department of health and Solebury's COVID-19 response team</li> <li>-Student provides names of people with whom they have had prolonged and close contact and spaces occupied</li> <li>-Employees and parents of students on list are notified by Department of Health of exposure</li> <li>-COVID-19 response team notifies community of confirmed positive case on campus</li> </ul>	<ul style="list-style-type: none"> <li>-Student isolates at home or in an isolation unit in the Health Center</li> <li>-Isolation should be for 10 days from the start of symptoms or the date of positive test if asymptomatic at minimum; must also have resolution of majority of symptoms and be afebrile for 24 hrs without the use of antipyretics</li> </ul>	<ul style="list-style-type: none"> <li>-Student must be released from isolation by their local Department of Health and the nurse's office</li> </ul>

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Updated 03.03.2021

Student with household member or close contact quarantining for any reason	-Notify <a href="mailto:nurses@solebury.org">nurses@solebury.org</a> -Follow recommendations from nurses before returning to campus	n/a	Updates as necessary	Dependent upon recommendation	Dependent upon recommendation
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Addendum: Per [updated CDC recommendations](#), people who have been fully vaccinated against COVID-19 within the last 3 months and show no signs or symptoms consistent with the disease do not need to quarantine after a known close contact with a confirmed positive case. “Fully vaccinated” means at least two weeks have passed since receiving the second dose of a two-dose vaccine series or the first dose of a single-dose vaccine. Proof of vaccination status and disclosure of any such exposure must still be submitted to [nurses@solebury.org](mailto:nurses@solebury.org) prior to returning to campus. *It is important to note that people who are fully vaccinated but symptomatic or who are outside this 3 month window should follow the same health protocols as unvaccinated people.*

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