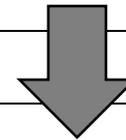


## FUHSD COVID-19 Response Plan - Scenario 3 - Employee Tests Positive for COVID-19

An employee tests positive for COVID-19 in a cohort or non-cohort setting (diagnosed with COVID-19 or awaiting COVID-19 test results).

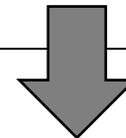
**Employee-** If you have been diagnosed with COVID-19 or you are awaiting COVID-19 test results, you must follow the [Home Isolation Steps](#) to prevent the spread of the disease:

1. If you are at work and receive positive test results, immediately isolate and ensure you are wearing your mask. Notify Site COVID-19 Designee and go home as soon as possible.
2. Isolate at home and do not go to work.
3. Complete the required employee questionnaire and communicate with the Site COVID-19 Designee to record case details, close contacts, and places visited.
  - Close contacts: if you have been diagnosed with COVID-19, everyone who you had close contact with from 48 hours before your symptoms began, or 48 hours before your test was collected (if you have no symptoms) should follow [Home Isolation & Quarantine Guidelines](#). *A Close Contact is defined as someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive. Close contacts include people who had 15 minutes of continuous contact with the infected person, as well as people who had repeated short-duration interactions with the infected person.*
4. Monitor your symptoms closely and seek medical care if symptoms worsen, especially if you are at a higher risk of serious illness.
5. When your isolation period is nearing its end, contact the Site COVID-19 Designee to discuss your return-to-work plan.
6. Return to work no sooner than the full 10-day isolation period and 24 hours with no fever (without medication) and improvement of symptoms, or after the full 10-day isolation period if you have no symptoms.



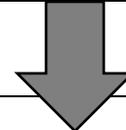
### Site COVID-19 Designee (steps 1-6 are to occur on the day the positive case is reported)

1. If employee receives a positive test result while at work, immediately ensure that employee is isolated and they are wearing their mask, and send them home as soon as possible.
2. Provide [Home Isolation & Quarantine Guidelines](#) to positive case.
3. Administer employee questionnaire to record case details, close contacts, and places visited.
4. Immediately notify HR and District COVID-19 Designee via phone and email by sharing the employee questionnaire Google doc. Following conversation with HR, provide employee with positive case email follow-up.
5. Work with HR to identify and isolate all close contacts (14-day quarantine requirement since last contact).
6. Contact the Facilities Manager to ensure [disinfecting protocol](#) is followed and Facilities Department has been notified.
7. Ensure positive case and all close contacts stay home for their entire isolation/quarantine periods.
8. Track close contact test results with HR and District COVID-19 Designee.
9. Discuss test results with close contacts:
  - a. If test is positive: Provide isolation advice to employee (10 days), Initiate Close Contact Tracking Questionnaire, Contact HR and District COVID-19 Designee, and send required forms and letters for communication.
  - b. If test is negative: ensure full 14-day quarantine.
10. Discuss return to work with employee and confirm with HR and District COVID-19 Designee.

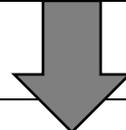


**Facilities Manager**

1. Facilities Manager immediately notifies Facilities Department of positive case.
2. Facilities Manager works with Site COVID-19 Designee to identify all affected areas visited by positive case.
3. Facilities Department confirms required disinfecting protocols with Facilities Manager and Site COVID-19 Designee.

**Human Resources: John Dwyer, Director for Classified OR Paula Robinson, Director for Certificated**

1. Check details of the positive case when Site COVID-19 Designee makes contact.
2. Contact the positive case and any close contacts. Discuss remote working possibilities and/or leave options with positive case and close contacts.
3. Discuss employees' remote work/leave plans with Site COVID-19 Designee.
4. Connect with Site and District COVID-19 Designee regarding test results, isolation/quarantine requirements, and remote work/leave plan.
5. File report with Keenan (Workers Comp - 72 hours).
6. Communicate with Site and District COVID-19 Designee about employee return to work plans.

**District COVID-19 Designee: Trudy Gross, Associate Superintendent**

1. Confirm with HR and Site COVID-19 Designee that Home Isolation & Quarantine Guidelines have been provided for the positive case and any close contacts.
2. File report with County Public Health within 4 hours of knowledge of the positive case.
3. Confirm required disinfecting protocols with Facilities Department.
4. Provide Site COVID-19 Designee with forms and letters for communication.
5. Inform HR and Site COVID-19 Designee when County Public Health closes the case following the conclusion of isolation/quarantine timelines.

**Site COVID-19 Designees:**

<u>CHS</u>	<u>FHS</u>	<u>HHS</u>	<u>LHS</u>	<u>MVHS</u>	<u>Adult Ed</u>	<u>Ed Ops</u>	<u>DO</u>
Steve Puccinelli 408-366-7374	Paula Mockler 408-522-2489	Brian Dong 408-522-2511	Susan Rocha 408-366-7707	Janice Chen 408-366-7607	Liz Ambra 408-522-2739	Laura Gonzales 408-522-2292	Trudy Gross 408-522-2203

**Facilities Managers:**

<u>CHS</u>	<u>FHS</u>	<u>HHS</u>	<u>LHS</u>	<u>MVHS</u>	<u>Adult School, Ed Ops &amp; DO</u>
Josh Kiernan 408-366-7301	Paulo Brasil 408-522-2469	Toby Mockler 408-522-2529	Edgar Duenas 408-366-7733	Eddy Medal 408-366-7633	Erik Walukiewicz 408-522-2256