

# Staff COVID-19 Flowchart

## If You Have COVID-19 Symptoms:

Stay home or contact your supervisor to make arrangements to leave work IMMEDIATELY. If you have any symptoms including, but not limited to, congestion, headache, sore throat, fever, diarrhea, vomiting, etc. please do not enter school property. Get tested IMMEDIATELY regardless of your vaccination status. Notify your supervisor and the COVID team for guidance. If you are awaiting COVID test results, you may not return to school or work until results have been received.

If the test is positive, isolate for 5 full days from the date of the positive test. You can return to work as long you don't have symptoms after the 5-day period.

You may not be cleared to come back to work until you are free of symptoms for at least 48 hours without medication. The COVID team will clear individuals on a case-by-case basis.

Staff will need to speak with the COVID team to identify close contacts. The COVID team can be reached at [Covid.Team@kckps.org](mailto:Covid.Team@kckps.org).

If the test is negative, speak with the COVID Team to be cleared to return to work. If symptoms are present, you may not be cleared to come back to work until you are free of symptoms for at least 48 hours without medication. The COVID team will clear individuals on a case-by-case basis.

## If You Are Exposed to COVID-19:

If you are vaccinated, but have not received a booster shot AND asymptomatic, quarantine is required for at least 5 days.

If you are unvaccinated, quarantine is required for 10 full or 5 days plus a negative PCR test.

If vaccinated and boosted, and exposed to a COVID-19 positive person, no quarantine is necessary if you are not experiencing symptoms.

Notify your supervisor and speak with a member of the COVID team for guidance. If symptoms develop, testing is recommended.

If the test is positive, isolate for 5 days from the date of the test, if no symptoms are present. Speak with a member of the COVID team to identify close contacts up to 48 hours before the onset of symptoms. Speak with the COVID team to be cleared to return to work.

If the test is negative and you are not fully vaccinated, and you have not developed any symptoms, you may return to work after the 5-day quarantine.

# **Illness Reporting Guidelines For Staff With New COVID-like Symptoms**

## **Employee Responsibilities**

1. Remain home and do not report to your school or work site.
2. Report illness to your immediate supervisor(s) or principal.
3. Speak with the COVID team for guidance. Return to work will be cleared by the COVID team provided all criteria have been met. COVID Testing will be advised for all illnesses with new COVID-like symptoms.
4. Enter sick/disability time into Frontline.
5. Provide the COVID team with test results. See Flowchart.

## **Supervisor Responsibilities:**

1. Ensure steps 1-5 Employee Responsibilities have taken place. Send an email to Covid.Team@kckps.org with employee name, contact information and brief description of illness, if provided. A COVID team member will follow up within 24-48 hours.
2. If results are positive, the employee and supervisor should report results to the COVID team. The COVID team will report positive results to the Director of Health Services or appointed designee within 30 mins of notification. The COVID Team will initiate contact tracing. Close contacts are identified and instructed to quarantine if unvaccinated, per local Health Department guidelines.
3. Once all close contacts have been notified of their exposure, the supervisor will complete the appropriate template(s) and email them to the COVID team and the Director of Health Services for approval. Building staff and the school community who were not exposed will receive courtesy notification through a notification letter or the district COVID Dashboard.

## **Staff Exposure Reporting Guidelines**

### **Employee Responsibilities**

1. See Flowchart to determine next steps based on exposure type.
2. If you are not vaccinated, or you are exhibiting symptoms, remain home and do not report to your school or work site.
3. Report exposure to your supervisor, principal, and COVID team.
4. Speak with a member of the COVID team for guidance.
5. If you are exhibiting symptoms, testing is recommended. Provide the COVID team with your test results. If at any time following exposure, you experience symptoms, you are presumed positive regardless of vaccination status or test results.
6. Enter sick/disability time into Frontline. If it is determined by the COVID team that the COVID illness was directly linked to a confirmed workplace exposure, their leave will be covered by District-paid Quarantine Leave. If it is not determined to be a workplace exposure, the absence will be subject to the employee's sick/disability leave.
7. Complete a 5-day quarantine from the last date of exposure.
8. Staff who are exposed to a positive household family member must quarantine for a minimum of 5 days from the last date of exposure.
9. Return to work will be cleared by the COVID team provided all criteria have been met.

### **Supervisor Responsibilities:**

1. Ensure steps 1-9 from Employee Responsibilities have taken place. Send an email to Covid.Team@kckps.org with employee name, contact information and brief description of illness, if provided. A member of the COVID team will follow up within 24-48 hours.
2. If the employee tests positive for COVID-19, the employee and supervisor should report results to the COVID team. The COVID team will report positive results to the Director of Health Services or appointed designee within 30 mins of notification. The COVID Team will initiate contact tracing. Close contacts are identified and instructed to quarantine if unvaccinated, per local Health Department guidelines.
3. Once all close contacts have been notified of their exposure, the supervisor will complete the appropriate template(s) and email them to the COVID team and the Director of Health Services for approval. Building staff and the school community who were not exposed will receive courtesy notification through a notification letter or the district COVID Dashboard.