EMployee Feels Sick
COVID-19 Response Protocols

At Home
Employee stays home and informs supervisor.

At Work
Employee informs supervisor and leaves work premises.

Inform Director of Human Resource (55512) of Results
Positive COVID-19 Test
Remain home and away from others
10 days have passed since symptoms started AND
No fever (100.4°F or greater) in at least 72 hours without using medication to lower fever AND
Cough or breathing problems get better

Negative COVID-19/Other Illness
Remain home until feeling better
No fever (100.4°F or greater) for 24 hours without using medication to reduce fever
Cough or breathing problems get better

No Test/Waiting on Test Results
Remain home until feeling better
10 days have passed since symptoms started AND
No fever (100.4°F or greater) in at least 72 hours without using medication to lower fever AND
Cough or breathing problems get better

Principal/Designee asks employee COVID-19 symptom questions in a confidential setting.

This list may be updated as more is learned about symptoms of COVID-19

Notify Director of Human Resources (55512)
Remain home until feeling better

Close down employee work area for 24 hours
No fever (100.4°F or greater) for 24 hours without using medication to reduce fever

Notify head custodian
All work areas cleaned and sanitized after 24 hours. Refer to COVID-19 exposure cleaning protocol.

Open employee work area for use.
Employee returns to work.

Family and Staff communication, refer to COVID-19 employee guidelines, exposure, communication and close contact protocol.

Updated July 7, 2020 | SPAPSD
EMPLOYEE CLOSE CONTACT WITH CONFIRMED COVID-19 INDIVIDUAL
COVID-19 RESPONSE PROTOCOLS

At Home
Yes
Employee stays home and informs supervisor.

At Work
Yes
Employee informs supervisor and leaves work premises.

Inform Director of Human Resource (55512) of Results

Positive COVID-19 Test
Symptomatic
Yes
Remain home and away from other
10 days have passed since symptoms started AND
No fever (100.4°F or greater) in at least 72 hours without using medication to lower fever AND
Cough or breathing problems get better

No
Stay home 10 days following test and keep away from others as much as possible
Quarantine for 14 days after household individual’s quarantine is complete
New symptoms have not appeared

Negative COVID-19/No Test/Waiting on Results
Contact within employee household
Yes
Quarantine for 14 days
New symptoms have not appeared

No
Notify head custodian
All work areas cleaned and sanitized after 24 hours. Refer to COVID exposure cleaning protocol.
Open employee work area for use.

Refer employee to testing. Director of Human Resources will contact employee with next steps.

Notify Director of Human Resource (55512)
Close down employee work area for 24 hours

Employee returns to work.

Family and Staff communication, refer to COVID-19 employee guidelines, exposure, communication and close contact protocol.