

Response to Employee Exposed to COVID-19

Color Key
ORANGE = Employee Obligations
GREEN = Employer Obligations

Employee exposed to COVID-19
(In district or Outside District)

EMPLOYEE:
Self-quarantine
(14 days from last date of exposure)

- Complete FFCRA leave request form in Talent Ed portal; include documentation of health care provider advice to self-quarantine for access to FFCRA leave
- Keep HR informed of health status and testing results
- Follow required return to work criteria provided by HR

- DISTRICT:**
- Exclude employee from the workplace (e.g., provide remote work or place on applicable leave)
 - Communicate designation and availability of FFCRA or accrued leave
 - Inform Superintendent, HR and other appropriate leaders of the situation
 - Disinfect as needed
 - Require employee to provide health status updates
 - Maintain employee confidentiality
 - Apply return to work criteria

*If positive diagnosis of COVID-19 go to
Response to Employee Exhibiting Symptoms or
Diagnosis of COVID-19 Flowchart*

- COVID 19 SYMPTOMS**
- Fever >100.4
 - Coughing, shortness of breath or difficulty breathing
 - Congestion or runny nose
 - Chills
 - Muscle or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Gastrointestinal symptoms (nausea, vomiting, diarrhea)