

Employee Confirmed Positive Case

Purpose

To ensure the health and safety of each member of our school family, the process below applies to employees with a **Confirmed Positive Case** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential in accordance with applicable laws and regulations. Substitute teachers from Kelly Services are included in this protocol.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Employee Confirmed Case Protocol

1. Employee contacts principal/supervisor after receipt of a positive COVID-19 test result.
2. If employee is at work, they return home immediately. If they are home, they remain home under care of their medical provider.
3. Principal/Supervisor will collect case information such as work/class schedule and movement around building/campus in the 48 hours prior to symptoms or positive test result. This will include identification of potential close contacts¹.
4. Principal/Supervisor will notify the Region Superintendent/Administrator and contact a member of the HCPS COVID Team.
5. Principal/Supervisor will utilize the Site COVID Response Checklist to complete the response protocol in a timely fashion.
6. A member of the HCPS COVID Team will provide support to the site COVID Lead/administration/supervisor.
7. HCPS COVID Team will share case information with the Department of Health-Hillsborough as soon as possible.
8. Department of Health-Hillsborough will lead the formal investigation (e.g., contact tracing).
 - Principal/Supervisor will notify close contacts¹ and provide guidance.
9. The HCPS Communication Team will provide site administration with the appropriate communications and notification letters for distribution to staff and students that are identified as a close contact¹ of the confirmed case, or an indirect contact of the confirmed case. The entire school community/work site will be notified of positive cases on campuses/work sites.
10. Per the Department of Health-Hillsborough, the confirmed positive employee will be required to isolate for the length of time noted below:
 - At least 10 days have passed since symptoms first appeared or since positive test date if asymptomatic;
 - At least 24 hours *since last* fever without the use of fever-reducing medications; **and**
 - Overall symptoms have improved.
11. Individuals determined to be close contacts¹ will quarantine for 10 days if they remain symptom free per CDC and FLDOH recommendations **OR** 7 days if a **polymerase chain reaction (PCR)** test on day 6 or later is negative and they remain symptom free. Vaccinated people and those who have tested positive in the last 90 days do not need to quarantine.
12. Classroom(s) and workspace(s), if affected, will be deep cleaned per HCPS protocols within 24 hours.
13. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts¹.
14. Employee **must** meet the following criteria prior to returning to work:
 - COVID-19 Symptoms have improved **AND** fever-free for 24 hours without the use of fever-reducing medications.
15. Employee will contact their principal/supervisor on the last day of isolation and return to regular work duties.

¹Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

Employee Close Contact¹ of a Confirmed Positive Case

Purpose

To ensure the health and safety of each member of our school family, the process below applies to employees who are a **Close Contact¹ of a Confirmed Positive Case** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

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| • Fever or chills | • Fatigue | • Sore throat |
| • Cough | • Muscle or body aches | • Congestion or runny nose |
| • Shortness of breath or difficulty breathing | • Headache | • Nausea or vomiting |
| | • New loss of taste or smell | • Diarrhea |

Employee Close Contact¹ of a Confirmed Positive Case Protocol

1. Employee will be contacted immediately by the school administration or school nurse if the employee is determined to be a close contact¹ of a confirmed positive case.
2. HCPS COVID Team will share case information with the Department of Health-Hillsborough as soon as possible including all documentation.
 - Department of Health-Hillsborough may contact the employee with additional guidance and contact tracing.
 - Department of Health-Hillsborough will enroll the employee in a daily symptom monitoring text message program.
3. The HCPS Communication Team will provide the site administration/supervisor with the appropriate communications and notification letters for distribution to individuals who are identified as a close contact¹ of the confirmed case. The entire school community/work site will be notified of positive cases on campuses and work sites.
4. Per the Department of Health-Hillsborough, the close contact¹ of a confirmed positive case will be required to quarantine for the length noted below:
 - Employees will be quarantined for 10 days if they remain symptom free and can return to work on day 11 **OR**
 - Quarantine can end after 7 days and employee can return on day 8 if a ***polymerase chain reaction (PCR)*** test performed on day 6 or later is negative and they remain symptom free.
 - Employees who are vaccinated or who have tested positive in the last 90 days do not need to quarantine.
5. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts¹.
6. Employee **must** meet the following criteria prior to returning to work:
 - No evidence of COVID-19 symptoms at any time during the 7-day (if tested negative) or 10-day quarantine period.
 - If COVID-19 tested, have received negative COVID-19 test results.
7. Close contacts¹ of a confirmed positive case are not required to be COVID-19 tested before returning to work.
8. Close contacts¹ of a confirmed positive case should seek medical attention if symptoms develop.
9. Employee will contact their principal/supervisor on the last day of quarantine and return to regular work duties.

¹Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

Confirmed Case of a Household Member

PURPOSE

To ensure the health and safety of each member of our school family, the process below applies to employees with a **Confirmed Case of a Household Member** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential in accordance with applicable laws and regulations. Substitute teachers from Kelly Services are included in this protocol.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

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| • Fever or chills | • Fatigue | • Sore throat |
| • Cough | • Muscle or body aches | • Congestion or runny nose |
| • Shortness of breath or difficulty breathing | • Headache | • Nausea or vomiting |
| | • New loss of taste or smell | • Diarrhea |

Confirmed Case of a Household Member Protocol

1. Employee should immediately contact principal/supervisor if a household member with whom the employee lives receives a positive COVID-19 test result.
2. If the employee is at work, they should return home immediately. If they are home, they should remain home.
3. Principal/Supervisor will collect information about the case, including potential close contacts¹ with the exposed employee.
4. Principal/Supervisor will contact will contact the HCPS COVID Team to confirm employee return date to work.
5. Principal/Supervisor will utilize the Site COVID Response Checklist to complete the response protocol in a timely fashion.
6. A member of the HCPS COVID Team will provide support to site COVID Lead/administration.
7. Principal/Supervisor will advise the employee to follow up with a healthcare provider. The healthcare provider may recommend the employee be tested for COVID-19.
 - If the employee is tested, the employee must remain home until results are received and the employee should report the test results to the principal/supervisor immediately upon receipt.
 - If test results are positive, the employee must follow the process for an **Employee Confirmed Positive Case**.
 - A symptomatic employee cannot return to work and must seek medical attention.
8. Employee will be required to quarantine for 10 days, if they remain symptom free and ***are able to separate from the positive household member*** per the CDC and the Department of Health-Hillsborough **OR** for 7 days if a **polymerase chain reaction (PCR)** test on day 6 or later is negative and they remain symptom free. An employee who is not able to separate from the positive household member cannot begin the 10-day quarantine until after the household member's 10-day infectious period is complete. This could result in up to 20 days of quarantine.
9. Employees who are fully vaccinated or who have tested positive in the last 90 days do not need to quarantine.
10. Employee will contact their principal/supervisor on the last day of quarantine and return to regular work duties.

¹Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

Symptomatic Employee

Purpose

To ensure the health and safety of each member of our school family, the process below applies to **Symptomatic Employees** (e.g. employees who are experiencing symptoms of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations. Substitute teachers from Kelly Services are included in this protocol.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building. They should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

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| • Fever or chills | • Fatigue | • Sore throat |
| • Cough | • Muscle or body aches | • Congestion or runny nose |
| • Shortness of breath or difficulty breathing | • Headache | • Nausea or vomiting |
| | • New loss of taste or smell | • Diarrhea |

Symptomatic Employee Protocol

1. Employee immediately contacts principal/supervisor if they are experiencing COVID-19 related symptoms.
2. If the employee is at work, they should return home immediately. If they are home, they should remain home under the care of their medical provider as needed.
3. Principal/Supervisor will collect information about the case, including potential close contacts¹.
4. Principal/Supervisor will contact the Region Superintendent/Administrator and a member of the HCPS COVID Team.
5. A member of the HCPS COVID Team will provide support to the site COVID Lead/administration.
6. Principal/Supervisor will advise the employee to follow up with a healthcare provider. The healthcare provider may recommend the employee be tested for COVID-19.
 - If the employee is tested, they should report the test results to the principal/supervisor immediately upon receipt.
 - If test results are positive, the employee must follow the process for an **Employee Confirmed Positive Case**.
 - A symptomatic employee who is tested cannot return to work until the test results are received.
7. Employee may be required to quarantine based on symptoms per the recommendations of their healthcare provider and per the Department of Health-Hillsborough guidelines.
8. Employee **must** meet the following criteria prior to returning to work:
 - Has been seen by a healthcare provider and followed healthcare provider's guidance.
 - COVID-19 Symptoms have improved **AND** fever-free for 24 hours without the use of fever-reducing medications.
9. Employee will contact their principal/supervisor on final sick day and return to regular work duties.

¹Close contact is defined by the CDC as within six (6) feet of an infected person for fifteen (15) minutes or more over a 24-hour period.

Additional Information and Resources

Websites

The following websites are valuable resources of information for our school community:

- <https://www.cdc.gov/>
- <http://hillsborough.floridahealth.gov/>
- <https://www.hillsboroughcounty.org/en>

HCPS COVID-19 Reporting Form

Principals/Supervisors should use the link below to report a *Confirmed Positive Employee Case*.

https://forms.office.com/Pages/ResponsePage.aspx?id=-f2oEP_CDU6cGR_iwYgWSrMQ1FIWhnVGq31bzx9C5XdUNzBPNik1Q0pJNTVDMU1MRINYMjlVT1oxQS4u

HCPS COVID-19 Email Address

The following email address has been established for our school community to ask questions and share concerns with the HCPS COVID Team:

- COVID@hcps.net

Kelly Services Contact Number

(813)523-4690