



CGESD COVID-19 Employee Health & Safety Guidance

In addition to our workplace expectations related to remaining physically distant from others, frequently washing hands, keeping the workplace clean, and staying home when ill, the following guidance related to COVID-19 specifically outlines expectations for:

1. Staff completion of daily self screenings;
2. Staff with a confirmed positive test for COVID-19;
3. Staff who may have come in contact with an individual who has tested positive for COVID-19;
4. Facility procedures for a confirmed case of COVID-19 in CGESD buildings.

AT-HOME SYMPTOM SCREENINGS

Staff will complete an at-home symptom screening daily. The screening may involve temperature checks and other measures of health and well-being to ensure a safe workplace. Further temperature screening, as appropriate, may take place once at work. The screening requests information related to COVID-19. Although we know that many individuals may be asymptomatic, we believe it is important for employees to attest to their health as a courtesy to colleagues and to the public.

GUIDELINES FOR CONFIRMED CASE OF COVID-19*

The following CDC guidelines will be utilized by CGESD when a staff member **has a confirmed case of COVID-19**. These guidelines also provide specific steps that must be completed prior to returning to work following a positive test for COVID-19. **All staff with a confirmed case of COVID-19 must stay home for a minimum of 5 days after the date the positive test (test day is 0) is taken.** Upon confirmation of a positive test, staff must inform their direct supervisor as well as Kim Carlton, in Talent Acquisition & Employee Services, of the test results immediately. Staff may return to work upon meeting the following criteria:

- At least 5 calendar days have passed since the date of their first positive test, **AND**
- The staff has had no fever for at least 24 hours prior to returning (that is one full day of no fever without the use of fever-reducing medications), **AND**
- Other symptoms have improved (for example, when cough or shortness of breath have improved), or symptoms were never present.

****In all cases, the staff is expected to follow the guidance of their doctor and local health department. The decision to return to work should be made in consultation with healthcare providers and state and local health departments. Some people, for example, those with weakened immune systems, may continue to spread the virus even after they recover, hence***



additional guidance may be necessary. Staff may not return to work or come to a CGESD building without first consulting with their supervisor.

GUIDELINES FOR CLOSE CONTACT WITH CONFIRMED COVID-19 CASE

The following CDC guidelines will be implemented by CGESD when a close contact has been identified. Per the CDC guidelines, close contact is an individual who has been within 6 feet, for 15 minutes or more, of a person who has tested positive for COVID-19. The timeframe for having contact with the confirmed individual includes the period of time 72 hours before the individual took their covid test..

To the extent possible, staff will be notified if they meet the criteria of close contact of a confirmed case. This notification should come from the county health department but may come from the school district. If a staff member feels they may meet the requirement for close contact, but they have not been notified of a close contact situation, they must follow the guidelines presented below.

Staff who have had exposure as a close contact but remain asymptomatic will notify their supervisor **prior** to arriving at work as well as Kim Carlton in Talent Acquisition & Employee Services. The quarantine period for close contacts is 5 days, the date of exposure being day 0, with the count beginning on the following day. The quarantine period for close contacts is not necessarily a requirement. In lieu of the 5 day quarantine period employees can participate in the 'test to stay' program. Employees participating in the 'test to stay' program will be required to take two tests, testing negative on day 1 (day after exposure) and day 5. If an employee begins to develop symptoms after their first test, but before their second test, they are required to stay home. If you are living in the same household as someone who is COVID positive, 'test to stay' is not an option, you must quarantine.

No quarantine time is necessary, if the employee is fully vaccinated (not booster dependent) and/or those who have recovered from COVID within the last 90 days. If staff choose to take a test for COVID-19, they should provide their supervisor with the results of a negative test. If they receive a positive test, they must adhere to the District protocols outlined above in **"Guidelines for Confirmed Cases of COVID-19"**.

The following practices must be adhered to if/when the asymptomatic staff member returns to the work setting:

- **At-home Symptom Screenings:** Staff must take their temperature and assess symptoms. Prior to arrival to work, they will need to complete the symptom screening health attestation and check in with their supervisor regarding the status of their health. A form will be forthcoming.



- **Regular Monitoring:** As long as the staff member is fever or symptom-free, they should self-monitor - check their temperature twice a day, watch for fever, cough, loss of taste, shortness of breath, or other symptoms of COVID-19.
- **Physically Distance:** Staff must maintain a distance of at least 6 feet and practice physical distancing to the fullest extent possible in the work setting. Avoid contact with people at higher risk for severe illness from COVID-19.
- **Disinfect and Clean Workspaces:** Staff should clean and disinfect their workspaces routinely. CGESD will implement their cleaning processes for all facilities, and staff is encouraged to also maintain cleanliness throughout the day.
- **Testing:** If staff choose to take a test for COVID-19, they should provide their supervisor with the results of a negative test. If they receive a positive test, they must adhere to the District protocols outlined in “**Guidelines for Confirmed Cases of COVID-19**”.

FACILITY PROCEDURES FOR CONFIRMED CASES OF COVID-19

If there is a confirmed case of COVID-19 in one of our district buildings, short-term closure of some or all facilities may be implemented. A confirmed case is identified as **an infected person being in a school/district building**. In such cases, CGESD will implement the following procedures.

Coordinate with Local Health Officials

Once the District learns of a confirmed COVID-19 case of someone who has been on CGESD property, CGESD will immediately notify local health officials. Health officials will help CGESD leaders determine an appropriate course of action based on the case and potential exposure.

Temporary Closure of Facilities

CGESD may send staff and students home from an affected school site or facility depending on the situation. An initial short-term closure will allow time for the local health officials and CGESD leaders to assess the situation and determine appropriate next steps, including making the determination if an extended closure is necessary to stop or slow the further spread of COVID-19. During the assessment period of temporary closure, local health officials and CGESD leaders will:

- Establish recommendations for the scope (e.g., a partial school, single school, multiple schools, the full district) and duration of closures.
- Recommend that staff and their families of the impacted site or building be discouraged from gathering or socializing elsewhere.

Communication

CGESD will work closely with local health officials to disseminate accurate and timely communication regarding confirmed COVID-19 cases and any school or facility closures.

Cleanliness During Temporary Closure

Our District team will implement the following procedures for the impacted school or District building:



- Close off areas used by the person who tested positive.
- Where able and if weather conditions permit, open outside doors to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is ill, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, etc.
- Vacuum the space, if needed, using vacuum cleaners equipped with high-efficiency particulate air (HEPA) filters if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- For disinfection, the District will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Extending a Closure

The decision to temporarily close a school site or facility is not taken lightly, and the extension of closure may take place if deemed necessary to stop or slow the further spread of COVID-19.

- Depending on exposure and health and safety factors, some facilities may be allowed to open for limited use during a temporary or extended closure.
- District leaders will work in close collaboration and coordination with local health officials to make closure and cancellation decisions. The District will not be expected to make decisions about closures or cancellations on its own. The nature of these actions (e.g., geographic scope, duration) may change as the public health situation evolves.
- District leaders will seek guidance from local health officials to determine when staff should return to schools and work, and what additional steps are needed to ensure the safety of the school community.