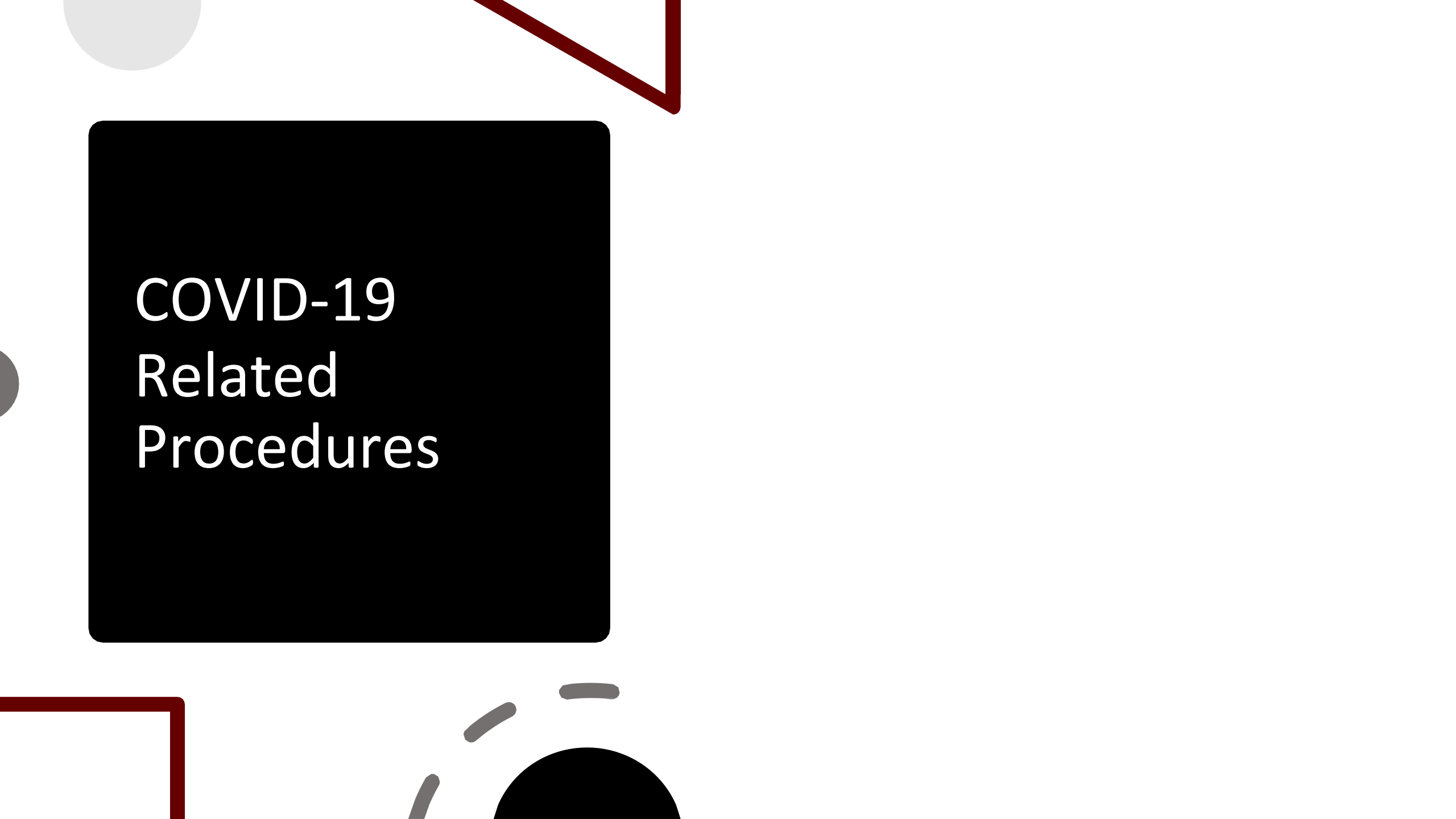


# Staff COVID-19 Procedures 2021-2022

Human Resources  
School District of Menomonee Falls



Engage | Learn | Improve



# COVID-19 Related Procedures

# Daily COVID-19 Self-Screening

Staying home when you are ill is the best way for us to continue to mitigate the spread of COVID-19

Within the last 24 hours have you experienced:	
At least <b><u>ONE</u></b> of the following symptoms above your baseline:	At least <b><u>TWO</u></b> of the following symptoms above your baseline:
<ul style="list-style-type: none"><li>• Persistent Cough</li><li>• Shortness of breath</li><li>• Difficulty breathing</li><li>• New loss of taste or smell</li></ul>	<ul style="list-style-type: none"><li>• Fever, chills or rigors</li><li>• Muscle aches</li><li>• Headache</li><li>• Sore throat</li><li>• Fatigue</li><li>• Congestion or runny nose</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul>

Many symptoms of COVID-19 do overlap with symptoms of chronic health conditions and ***are noted***. It is when those symptoms change from what the individual normally experiences from their condition that it may be considered for criteria of COVID-19.

# Staff who become ill or have COVID-19 related symptoms:

- **\*\*Assess your symptoms for any that may be COVID-19 related – Please refer to the Self-Screening\*\***
- Please contact your primary care provider for further evaluation and the possibility of COVID-19 testing.
- Those who have had a recent exposure and are **not** evaluated by a healthcare provider, [when community spread is high](#), will be presumed to be COVID-19 positive and will need to follow isolation recommendations.
- When community spread is **moderate/low**, staff will follow [regular school policy](#).
- Please contact Human Resources within 24 hours to discuss your time off needs and ability to return to work.

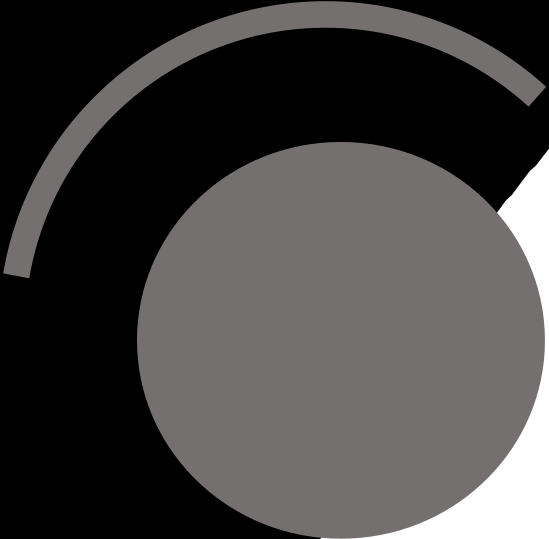
## Staff who test positive for COVID-19 :

- \*\*Will be required to leave work or will be asked to not report to work\*\*
- The Human Resource team will advise on the need to isolate and provide the required timeline for you to remain offsite.
- Employees will need to allow the Human Resource team and District Health team to manage the contact tracing. Please do not notify staff, students or families unless directed to do so.
- You will be required to complete and return the Return to Work form prior to your return onsite.

## **Staff who are not fully vaccinated and have been notified they have been in close contact with someone outside the District who tested positive:**

- \*\*Will be required to leave work or will be asked to not report to work \*\*
- The Human Resource team will advise on the need to quarantine and provide the required timeline for you to remain offsite. If you are fully vaccinated, you will need to provide confirmation of your vaccination status to avoid quarantine.
- You will be required to complete and return the Return to Work form prior to your return onsite.

***Close contact is defined as within six feet of someone who tested positive for COVID-19 for at least 15 consecutive minutes regardless of wearing a mask.***



**The following examples are baseline situations and can change based on individual circumstances for when an employee may need to be off work and apply their own sick leave, or be instructed to perform their essential job duties virtually.**

IF	Then	Calendar days off and time off options
You test positive for COVID-19 <b><i>with symptoms</i></b>	You should be in isolation for at least 10 days and need to remain at home to prevent the spread of infection. You must be fever and symptom free for 24 hours without the use of medication before returning to in-person instruction and 10 days have passed since the start of your symptoms. You must complete and return the Return to Work Certification form prior to returning to work.	At least 10 days from date of test (not the date you receive your results). You will be able to access your accrued paid leave for this time off.
You test positive for COVID-19 <b><i>with no symptoms</i></b>	You should be in isolation for at least 10 days and need to remain at home to prevent the spread of infection. This assumes you did not develop symptoms during your isolation period. You must complete and return the Return to Work Certification form prior to returning to work.	At least 10 days from date of test (not the date you receive your results). You will be able to access your accrued paid leave for this time off. You will be notified by the Human Resource Department if there is a need for virtual work.
Someone in your household tests positive	If you are not fully vaccinated, you will have to quarantine per the District’s guidelines in place at the time. The District will outline your return to work date. You must complete and return the Return to Work Certification form prior to returning to work.	To be determined by the District Health Team. You will be able to access your accrued paid leave for this time off. You will be notified by the Human Resource Department if there is a need for virtual work.
Someone you have been in “close contact” with outside of the District tests positive for COVID-19	If you are not fully vaccinated you will need to remain at home for 10 days to monitor for the development of symptoms. If you remain asymptomatic, the quarantine period may end after Day 7 with a negative test result. <b><u>Please Note: The test date must be on or after day 6 of your quarantine period to qualify.</u></b> Verification of the test date and the negative test result must be forwarded to covid-sdmf@sdmfschools.org prior to returning to work. You must also complete and return the Return to Work Certification form prior to returning to work.	At least 10 days from date of exposure. You will be able to access your accrued paid leave for this time off. You will be notified by the Human Resource Department if there is a need for virtual work.
You have to care for a dependent child due to their school and/or daycare closure or because they were notified to quarantine	You may take this time off for children who are not reasonably able to care for themselves during their need to quarantine. You must forward the confirmation from your child’s school or daycare to the Human Resource Department.	You will be able to access your accrued paid leave for this time off.
A student /colleague tests positive and you have been identified as a close contact	You will be notified that you have had close contact to the positive COVID-19 individual and have been exposed. The need to quarantine will be determined based on the Mitigation Protocol level the District is following at the time of the exposure.	If time off is needed, at least 10 days from date of exposure. You will be able to access your accrued paid leave for this time off. You will be notified by the Human Resource Department if there is a need for virtual work.





# COVID-19 Definitions

# Quarantine or Isolation?

**Quarantine** - separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

- These individuals stay home during this period to monitor for the development of symptoms and do not go out in public.
- The general rule is 14 days after the date from when an individual was exposed.

**Isolation** – separates sick people with a contagious disease from people who are not sick.

- These individuals remain in the same room and have access to their own bathroom within their home while they are sick, or test positive without symptoms, and stay away from others living within the home.
- The guidance on the length of an isolation period can vary based on whether the individual is symptomatic or asymptomatic.



## **Close Contact**

*A close contact is defined as someone who has had face-to-face contact within 6 feet for more than 15 minutes with a person with a COVID-19 infection while they were infectious.*

*Close contacts ARE required to quarantine in their homes for up to 10 days and continue to monitor for symptoms for a full 14 days.*

OR

## **Casual Contact**

*A casual contact is defined as someone who has had face-to-face contact for less than 15 minutes or been in the same enclosed space for less than two hours without mitigation efforts with a person with a COVID-19 infection while they were infectious.*

*Casual contacts ARE NOT required to self-isolate in their homes unless they develop symptoms.*

Have I  
been  
exposed  
to  
someone  
with  
COVID-19?

**Exposure** - You have had close contact with an individual who has tested positive for COVID-19

### **Close Contact** -

- 1.** You were within 6ft for more than 15 minutes cumulatively within 48 hours prior to:
  - The date the individual was tested for COVID-19 and it was subsequently positive
  - The date the individual began to show symptoms of COVID-19 and subsequently tested positive
- 2.** You had direct physical contact with the person who tested positive
  - You shared eating or drinking utensils
  - Hugged/Kissed
- 3.** The person who tested positive sneezed/coughed on you
- 4.** The person lives in your home



# Notifications of COVID-19

*Per federal privacy laws, names of individuals will not be released; please respect the privacy of your colleagues.*

*Notifications will be consistent district wide for each building and will be delivered by the Human Resource Department and the District Health Team.*

## Workplace Close Contact

- Staff who have been exposed to someone who tested positive for COVID-19 in the workplace will be notified by the District.
- Notifications will only go out to individual staff members who were determined to have had close contact with the positive case.
  - Staff who are Fully Vaccinated will not be required to quarantine regardless of the Mitigation Protocol of the District.
  - Staff who are Not Fully Vaccinated and who were not wearing a mask will be subject to quarantine when the District is under the Moderately High Mitigation Protocol. Under the High Mitigation Protocol all unvaccinated staff will be subject to quarantine regardless of mask usage.
  - Any staff member, regardless of vaccination status who has been exposed to COVID-19 and subsequently develops symptoms will be considered a probable case and subject to quarantine.
- It is recommended that any staff member who has been exposed to COVID-19, regardless of vaccination status, wear a mask and self-monitor for symptoms of COVID-19 for a full 14 days from the date of exposure.

# Employee Resources

- [What does it Mean to Have Close Contact with someone with COVID-19](#)
- [Employee COVID-19 Reporting Process](#)
- [Return to Work Certification](#)

Please visit your [COVID-19 Staff Resource](#) page for further information.

# Thank you for all that you do!

Please be assured we will continue to monitor our mitigation efforts to keep you as safe and healthy as possible.

This is presented by your Human Resources Team in conjunction with your District Health Services Team

For questions regarding this presentation please contact:

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