

Safe Return to School Plan: Employee Guidelines

We are putting measures in place to help prevent the spread of COVID-19 at our schools. Below is a list of employee protective measures that we have put in place:

Employee Protective Measures Overview:

- Each employee must wear a mask or other facial covering that covers his or her nostrils and mouth at all times when in regular interaction within six feet of a person
- We encourage good hygiene etiquette, including covering coughs and sneezes and washing hands often with soap and water.
Hand sanitizer, as well as, ample cleaning supplies will be provided in each classroom for use.
- Daily cleaning measures are put in place to routinely clean and disinfect frequently touched surfaces.
- Schools will implement social distancing measures to the extent possible.
- Employees will not report to work if sick with a fever or experiencing COVID-like symptoms. *

Prior to reporting to work each day, we ask that employees complete an at home self- assessment.

Home Self-Assessment: Faculty and staff should conduct symptom screening and confirm temperature is below 100.4 degrees Fahrenheit. Stay home for symptoms consistent with COVID-19.

COVID-19 has a wide range of symptoms ranging from mild to severe illness and symptoms may 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

*This list does not include all possible symptoms.

AUTAUGA COUNTY SCHOOLS

COVID-19 PROTOCOL FOR EMPLOYEES

I. Should an employee of Autauga County Schools test positive for COVID-19, the following protocol will be followed according to the Alabama Department of Public Health’s “Isolation and Quarantine Timeframes for COVID-19.”

A. The ACBOE COVID-19 Notification Procedure Guidelines will be followed:

- Principal and School Nurse is notified
 - School Janitorial Staff is notified
- School Health Coordinator is notified (Mrs. Jeannie Coker, RN)
- Director of Student Services is notified (Mrs. Tisha Addison)
 - Alabama Department of Public Health is notified
- Superintendent (Mr. Spence Agee) is notified
- Director of Human Resources (Mrs. Nancy Jackson) is notified

B. In coordination with Alabama Department of Public Health, the school building where a COVID-19 case(s) is involved will be dismissed for 2 days:

- Building will be cleaned and disinfected after the first 24 hours of the building shutting down
- All extracurricular group activities will be cancelled
- School-based afterschool programs will be cancelled
- All large events such as field trips, sporting events, assemblies, dances, and other social events will be cancelled

C. Parents will be notified by Superintendent or designee:

- School Messenger, websites, social media, and newsletters
- Confidentiality will be maintained for the student or staff member as required by the Americans with Disability Act, Family Education Rights and Privacy Act, and HIPPA

D. Faculty who test positive will be excluded from work according to Alabama Department of Public Health Guidelines:

1. An employee who has **tested positive with symptoms** may return to work after:
 - A **minimum** of 10 days has passed since the onset of symptoms

- In addition to the 10 days, at least 3 days (72 hours) of recovery time to be symptom free. “Recovery” is defined as resolution of COVID-19 symptoms
- Respiratory symptoms have improved. “Improvement” means that shortness of breath and cough have improved and noted as “mild” or “none”
- Documentation from a health care provider with return to work date may be required upon return to work

2. An employee who has **tested positive without symptoms** may return to school or school building:

- After 10 days after first positive test date if employee has remained asymptomatic
- Face covering must be worn for at least 3 days after isolation is discontinued.
- A distance of 6 feet or more must be maintained from other persons
- If the employee develops symptoms, then they must follow guidance for those who “test positive with symptoms”
- Documentation from a health care provider with return to s/work date may be required upon return to the school building

*****Any employee tested must isolate/quarantine until they have the final test results.**

II. Should an employee of Autauga County Schools become directly exposed to a positive COVID-19 person, the ADPH guidelines will be followed:

*****Prolonged Direct Exposure is defined as less than 6 feet contact for 15 minutes or more to someone who has tested positive for COVID-19 up to two days prior to testing.**

A. Any employee who has reported household and close contact with or without will be directed to:

- **Quarantine** for 14 days and may be discontinued according to your health care provider recommendation
- **Pre-screen:** have temperature and symptom check daily at home before entering any ACBOE facility
- **Wear a mask:** use at all times at work
- **Social distance:** maintain 6 feet and social distancing as duties permit
- Practice good hygiene etiquette with proper hand washing, covering coughs and sneezes with elbows
- Disinfect and clean work spaces

- Also, do not share food or drinks
- Self-monitor for fever, chills, muscle or body aches, headaches, cough, shortness of breath, loss of taste or smell, fatigue, nausea, diarrhea, or vomiting
- If symptoms occur, employee should immediately notify employer, call health care provider, obtain COVID-19 test, if indicated and isolate immediately. (See above Confirmed Case with Symptoms).
- If possible, stay away from people who are at high risk for getting very sick from COVID-19

III. All of Autauga County Schools will follow ADPH guidelines for prevention methods in order to decrease the spread of COVID-19.

- Teach and reinforce healthy hygiene
- Intensify cleaning and disinfecting heavily touched areas and environment
- Practice social distancing as well as use of personal protective equipment
- Wear face masks/facial coverings
- Wash hands and/or use hand sanitizer often
- Require faculty to stay home when sick until symptom free for 72 hours or until health care provider advises to return to work