

RVSD Staff Guidelines

Addendum to Handbook

Although it is always important to stay home when you are sick, it is increasingly important during a pandemic. The CDC requires us to treat students and staff members with any COVID-like symptoms like the individual has COVID-19, so we need to keep everyone as healthy as possible. Now more than ever before, keeping everyone healthy and at work or in school is truly a team effort. We need your help by staying home when you are not feeling well. One of the first ways your body changes when you get sick is the onset of a fever. We encourage every staff member to check their temperature daily and assessment check before coming to work.

The symptoms to monitor for COVID-19 are:

- **Fever (100.0° F or greater)**
- Shortness of Breath
- Sore throat
- Headache
- Fatigue
- Body aches (unexplained) and or Chills
- Cough
- New-onset Congestion (Unrelated to Allergies)
- Vomiting or Diarrhea
- Loss of taste or smell
- If you have a family member in your household that has symptoms or been diagnosed with COVID-19 in the last 14 days.

If you present any one of the symptoms listed above, you must stay home until we can be sure you do not have COVID.

Contact building principal and Janelle Sivam RN if you have symptoms. Diagnosis of COVID requires a nasal swab sample to be obtained for testing by a public health or healthcare provider. Prior to July 17, 2020 there were two approaches for determining when someone can return to school or other activities after documented or presumed COVID infection: a time-based approach and a testing-based approach. However, the test-based strategy is no longer recommended by the CDC even for healthcare professionals to return to work. . A person only needs to follow the directives of one of the approaches in order to return to work. The CDC states that people who present any of the above symptoms must stay home until the following conditions have been met:

1. Time-Based Approach

- 10 days after start of symptoms, **AND**
- 24 hours no fever (with no fever-lowering medications in use) **AND**
- Symptoms need to have improved

If someone in your household tests positive for COVID-19, all members of your household must stay home for the duration of the sick individual's isolation **AND** an additional 14 days afterwards. You

must complete the entire 14 day quarantine period regardless of our test status, meaning, there is no options to test out of quarantine.

If you had direct exposure to someone that was COVID-19 positive, you must follow the time-based approach (see above) and provide a letter to the District Office from your doctor that you are cleared to return to work.

If you test positive for COVID-19, you must follow the time-based approach (see above) and provide a letter to the District Office from your doctor that you are cleared to return to work.

If you or someone in your household has traveled out of the state, you are required to stay home and quarantine for 14 days.

We encourage you to work with your healthcare provider to determine the best course of action for your family when you or your family members are ill.

When a staff member must stay home due to any reason outlined above, daily communication between the staff member and supervisor is required. This communication should include a potential return to work, working from home, and any other information required to ensure there is not an interruption to the education of students.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Families First Coronavirus Response Emergency Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request. If you do not wish to take leave and believe that you are able to continue to work from home, the District may grant such a request after taking all considerations into account on a case-by-case basis.

If you are unable to work for reasons related to COVID-19, please contact Brian Krey for the Families First Coronavirus Response Act (FFRCA) leave form.

Common Areas

Staff should social distance to the greatest extent possible when utilizing copy machines, staff restrooms, staff break rooms and other common areas throughout our buildings.

Meetings, Trainings, Field Trips

Virtual meetings should be used to the greatest extent possible.

Staff should pursue virtual group events, activities, and/or virtual field trips to the greatest extent practicable.