

# COVID-19 Procedure for Staff

**\*\* THE GUIDANCE ON THE COVID-19 SYMPTOM FLOWCHART IS SUBJECT TO CHANGE BASED ON CURRENT RECOMMENDATIONS OF THE CDC, DHS AND THE KENOSHA COUNTY DIVISION OF HEALTH\*\***

Staff are asked to evaluate themselves daily for symptoms of COVID-19. Please refer to the COVID-19 Symptom Flowchart for specific guidance based on symptoms.

**HIGH-RISK Symptoms:** New cough, difficulty breathing, loss of taste or smell, fever ( $\geq 100.4^{\circ}\text{F}$ )  
**LOW-RISK Symptoms:** Chills, congestion/runny nose, nausea/vomiting, diarrhea, sore throat, headache, body aches, fatigue

- **I have NO EXPOSURE to COVID-19 & 1 low-risk symptom**
  - Put your time in Skyward - normal sick time procedure, no other contacts with nurse or principal needed.
- **I have NO EXPOSURE to COVID-19 & 2 low-risk symptoms or 1 high-risk symptom**
  - Contact school nurse for further guidance (days out of work will be depend on treatment plan - see [Home Screening Tool Staff](#))
  - Contact principal to determine teaching plan
  - Put time in Skyward
  - If absence will be for several days, contact HR
- **I have tested positive for COVID-19**
  - Contact school nurse to go over contact tracing information, symptom onset and date of return
    - Everyone, regardless of vaccination status
      - Stay home for 5 days
      - If you no have symptoms or your symptoms are resolving, you can return to work
        - If you have a fever, continue to stay home until your fever resolves
      - Continue to wear a mask while around other for 5 additional days (N95 or KN95 mask required while at Wilmot)
    - Contact principal to determine teaching plan
    - Put time in Skyward
    - Contact HR
- **I have recently been in close contact** (within 6 feet for greater that 15 minutes) **with a person who has been diagnosed with COVID-19**
  - If you are fully vaccinated within the past 6 months with Moderna or Pfizer or J&J within the past 2 months, or received a booster dose, or had a lab based positive confirmatory or antigen test within 90 days of the exposure you do not need to be quarantined. You should :
    - Wear a mask around others for 10 days from last exposure
    - Test on day 5 after exposure, if possible.
    - If *symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.*
  - If you are NOT vaccinated, partially vaccinated, or vaccinated more than 6 months ago with Moderna or Pfizer or J&J more than 2 months ago and not boosted, or had a lab based positive confirmatory or antigen test more than 90 days from the exposure:
    - Quarantine for 5 days from last exposure with positive case
    - Monitor for symptoms for 10 days
    - Test on day 5 after exposure, if possible.

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- Continue to wear a well-fitting mask around others for 5 additional days.
- If *symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.*
- **Definition of fully vaccinated**
  - A person is fully vaccinated 14 days after they have completed either 2 doses of a mRNA vaccine (Pfizer or Moderna) or a single dose of a viral vector vaccine (J&J).
- **Definition of Fully boosted**
  - A person is fully boosted immediately after receiving a booster dose of an mRNA or viral vector vaccine.
- Contact principal to determine teaching plan
  - Put time in Skyward
  - Contact HR

**If you need to leave work, the following procedure must be followed:**

1. Staff will isolate themselves from others as soon as possible (apply mask if not already wearing).
2. Staff will report illness to the school nurse.
3. Staff will report illness to their supervisor.
4. Staff will contact the appropriate administrative assistant to procure a substitute if needed.

Additional guidance for return to work:

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