



## **COVID-19 2023/2024 Protocols if Positive or/and Close Contact**

### **Employee is positive for COVID-19**

1. The employee will contact their supervisor, notifying them of a COVID-19 positive.
2. Employee will send an email to their supervisor, Michelle Prado, Tracy Rasmussen, and Colleen Whitlock, and include the following:
  - a) Date of Positive test
  - b) Date of onset of symptoms (if known)
  - c) Picture of positive test
  - d) Close contacts, Students and Staff (for close contact definition, see below)
3. Enter sick time into Frontline

### **Return to work**

1. Isolation can end, and employees may return to work after five days if symptoms are not present or are mild and resolving, and the employee is fever-free for 24 hours without using fever-reducing medication.
2. Employees need to email their supervisor and Michelle Prado that the employee is ready to return to work. If the employee returns before the 10th day, they must continue to mask through day 10. (day 0 equals two days before symptom date, or if unknown, use positive test date).

### **COVID Health Services**

1. Michelle Prado will track Employee positive cases and when the employee returns to work.
2. Michelle Prado will send notifications to the parents of students identified as close contacts.

### **Supervisors**

1. Communicate with Michelle Prado, Tracy Rasmussen and Colleen Whitlock
2. Notify staff who are close contacts and communicate protocol:
  - a. Employees should wear a well-fitting mask around others for 10 days, especially in door settings and when near those at higher risk for severe COVID-19 disease (day 0 equals two days before the symptom date, or if unknown, use the positive test date).
  - b. Test within 3 to 5 days after last exposure
  - c. Strongly encouraged to get vaccinated or boosted
  - d. If symptoms develop, test and stay home, and
  - e. if positive, follow isolation recommendations procedures (see above)

### **Human Resources**

1. Will send out required Cal OSHA notices
2. Will report to JPA
3. Will follow up with employee when necessary

## **Close Contacts**

- For indoor spaces of 400,000 or fewer cubic feet per floor, close contact is anyone sharing the same indoor airspace for 15 minutes or more over a 24-hour period. (Classrooms & Gymnasiums are considered close contacts)
- For indoor spaces of greater than 400,000 cubic feet per floor, close contact means being within six feet of the COVID-19 case for 15 minutes over a 24-hour period.
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## Cal OSHA guidelines

Michelle Prado will notify Public Health of any outbreak after consulting with Colleen Whitlock.

## **Staff Outbreak**

Cal/OSHA rules for outbreaks are 3 or more positive cases in a 14-day period. Major outbreaks are 20 or more in a 30-day period.

## **Student Outbreak**

At least three COVID-19 cases within a 7-day period

Updated: 9.26.2023