

MEMORANDUM

TO: All Staff

FROM: Jamie Thiel, Director of HR
Sarah Cummings, District Nurse

DATE: 09-01-2020

RE: Reporting Expectations for COVID-19

What To Do If You Have COVID-19 Related Symptoms

Employees are encouraged to stay home if they are experiencing COVID-19 related symptoms such as fever, cough, shortness of breath, loss of taste or smell, or sore throat.

Details	Activity
<p>Feeling ill and you have developed one or more symptoms of COVID-19</p>	<ul style="list-style-type: none"> ● Get tested and stay home until results are received ● Contact your primary care physician and/or make an appointment for a COVID-19 test at Oakland County test site ● If negative, stay home and you must be symptom free for 24 hours without the use of medications prior to returning. ● Employees may be eligible for Emergency Paid Leave.
<p>Confirmed positive COVID-19 test</p> <p>Oakland County Health Department will manage contact tracing.</p>	<ul style="list-style-type: none"> ● Employees may return to work after at least 10 days have passed since your symptoms first appeared AND ● 24 hours after no fever without fever reducing medication AND

<p>Report all positive cases to: jamie.thiel@madisondistrict.org and Sarah.Cummings@madisondistrict.org</p>	<ul style="list-style-type: none"> • Other symptoms have improved such as cough or shortness of breath.
<p>If you have been in close contact with someone who has been diagnosed with or is probable for COVID-19 infection</p> <p>Close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.</p> <p>Contact tracing will be managed by the Oakland County Health Department.</p>	<ul style="list-style-type: none"> • Must quarantine for 14 days since the last date of close contact.

Employees Showing Symptoms At Work Protocol

Symptoms of COVID-19 Include (but are not limited to):

Fever, cough, shortness of breath/difficulty breathing, chills, muscle pain, sore throat, congestion or runny nose, extreme fatigue, persistent headache, diarrhea and loss of taste or smell.

If medically able, the employee is to leave the building immediately and consult with a physician. The following protocol should be utilized:

- Worksite Supervisor will be contacted and alerted of the symptomatic employee
- Worksite Supervisor, while maintaining physical distancing from the employee, will direct the employee to move away from others
- If an employee is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), the employee will be directed to the isolation room. Emergency medical services are contacted and appropriate treatment is provided.
- If an employee is not in acute respiratory distress, they will be advised to go home and contact their personal healthcare provider for further direction/advice.
- Worksite supervisors are encouraged to utilize Oakland County dedicated nurse line (800-848-5533) or a Madison District Public Schools assigned nurse for guidance.

- Oakland County Health Department will provide guidance to employees who may have been in close contact in accordance with CDC guidelines.

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home while waiting test results. If negative, the employee must be symptom free for 24 hours without the use of medications prior to returning to school.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to follow any operable Executive Order or other guidance from proper authorities.

Employees who test positive and are directed to care for themselves at home may return to work when:

- 10 days since symptoms first appeared AND
- 24 hours with no fever (without the use of fever-reducing medication) and
- Symptoms have improved.

Employees who test positive and have been hospitalized may return to work when directed to do so by their healthcare provider. The district may require an employee to provide documentation clearing his or her return to work.

Non-Suspected COVID Health Concerns/Illness

Any employee who has been off work five or more consecutive days, for health concerns/illness, may not return to work until at least one of the following is met:

- If you did not feel feverish (e.g. body aches, chills, etc.) and/or did not have a documented fever (>100.4F), you may return to work if your symptoms have improved (for example, when your cough and shortness of breath have improved) AND at least 10 days have passed since your symptoms first appeared.
- If you have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work will be based on the diagnosis. Contact Sarah Cummings – Sarah.Cummings@madisondistrict.org for additional guidance. A doctor's note may be required for your return to work.