

Identifying and Handling Sick, Symptomatic, and Exposed Staff

Staff who appear ill or are exhibiting signs of illness must be separated from staff and students and isolated until able to leave the program. The identified isolation area is located in _____ (*identified area which should have a closed door or solid barrier*).

If a staff member appears to have severe symptoms, call emergency services immediately. Notify the transfer team or medical facility if a student is suspected of having COVID-19. Severe symptoms include the following:

- Extreme difficulty breathing (i.e. not being able to speak without gasping for air)
- Bluish lips or face
- Persistent pain or pressure in the chest
- Severe persistent dizziness or lightheadedness
- New confusions or inability to rouse a child
- New seizures or seizures that won't stop.

Isolation and Discharge

Others must not enter the isolation room/space without PPE appropriate to the care setting.

Have a staff back-up plan for staff coverage in case a staff becomes sick.

Post the contact information for the local board of health in the city or town in which the program is located.

Ensure masks and other cloth face coverings are available for use by children and staff who become symptomatic.

Designate a separate exit from the exit used to regularly exit for those being discharged due to suspected infection.

A private or separate bathroom must be made available for use by sick students or staff only.

If a Staff Becomes Symptomatic

Immediately isolate the staff from students and staff. They must cease all duties immediately and be removed from others until they can leave.

The Staff should put on a mask or cloth face covering.

If a Staff Contracts COVID-19

Sick staff who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return to work until they have met the criteria for discontinuing home isolation and tests negative for COVID-19.

Determine the date of symptom onset for the staff. Determine if the staff worked in the program while symptomatic or during the two days before the symptoms began. Identify what days the staff worked during that time. Determine who had close contact with the staff at the program during those days, staff and students.

Notifying Required Parties

In the event a program experiences an exposure, program must notify the following parties:

- Employees and families about the exposure but maintain confidentiality
- Local Board of Health if a staff is COVID-19 positive

Self-Isolating Following Exposure or Potential Exposure

In the event that a staff is exposed to COVID-19, whether the individual has symptoms or not, below are the protocols that must be followed:

- (1) Staff must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other

children and staff and what additional precautions will be needed to ensure the program space is safe for continued services.

(2) If a staff member subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.

(3) If a staff's household member tests positive for COVID-19, the staff member must self-quarantine for 14 days after the last time they could have been exposed.

If an Exposed Staff Member Remains Asymptomatic and/or Tests Negative for COVID-19

If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.