Madison County Schools COVID-19 Response

EMPLOYEE DECISION TREE FLOWCHART

Guidelines

Employee has tested positive for COVID- 19: Contact Administrator/ Supervisor

Administrator/Supervisor

Employee has COVID-19

RETURN TO WORK AFTER:

- Isolation for 14 calendar days from date of onset of symptoms, and
- fever free for 24 hours without fever- reducing medication, and
- decrease in symptoms

- Get tested as soon as possible

<u>Negative Test</u> <u>Results</u>

symptoms:

Contact

24 hours of being fever free without fever -reducing medication, <u>and</u> decrease in symptoms.

<u>Positive Test Results</u> RETURN TO WORK AFTER

- Isolate for 14 calendar days from the onset of symptoms, and fever free for 24
- hours without feverreducing medication, and
- -decrease in symptoms

If an employee has symptoms, with fever, and chooses <u>NOT</u> to be tested, then we must assume and follow the Positive Test Results protocol.

** Days not at work will be deducted from regular sick leave. **

Employee has a live-in family member, <u>or</u> is a caregiver for one who has COVID-19, <u>or</u> the Employee has had close contact with a COVID-19 patient; but has no symptoms: Contact Administrator/Supervisor

- The employee may be allowed to continue to work if your employer says you are essential, *and* you continue to have no symptoms, *and* wear your mask while you are at work.

[Contact Administrator/Supervisor]

- The employee should continue to self- quarantine at home at all times, when not at work.

Employee, or Employee's immediate family member has a compromised immune system or employee's child daycare center/school has temporarily closed for reasons related to COVID-19: Contact Administrator/Supervisor

 Fill out a COVID-19 Accommodation Form and submit to the HR Department
A School Administrator, HR Department and/or Finance Department will review accommodation(s) request and communicate with employee.

Note: Most COVID-19 related absences may not require deduction from regular sick leave. For questions, contact your administrator/supervisor OR MCS's Human Resources Department.

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Definitions:

Close Contact: Exposure that is < 6 feet, for

more than 15 minutes

Compromised (underlying health issues): any health Immune System: deficiency that would cause a person to be

at a higher rick of difficulty recovering from

COVID-19 if contracted.

Isolation: Separating a COVID-19 patient for 14 days after the onset

of symptoms, even family members as much as possible.

Quarantine: Staying away from all people as much as possible for 14 days after close contact with a COVID-19 infected person.

Concentration Three (3) or more cases within any group,

of Cases: class or team. In the event of a concentration

of cases all group members should be

quarantined for 14 days.

References:

Mississippi State Department of Health (MSDH) Centers for Disease Control and Prevention (CDC) Madison County School District

- G69 Emergency Extended Family Leave Policy
- G70 Public Health Emergency Paid Leave Policy
- G71 Order to Employee to Quarantine Because of COVID-19
- G72 Administrative Leave With Pay per Emergency Declaration by Governor

Note: Most COVID-19 related absences may not require deduction from regular sick leave. However, until all related forms are completed by employee and approved by HR and Finance Departments, absences will be recorded as regular sick leave.

For questions or assistance, contact MCS 's Human Resources Department.