COVID-19 CORONA VIRUS
DECISION TREE FOR EMPLOYEES

References include the Mississippi State Department of Health (MSDH), the Centers for Disease Control and Prevention (CDC), and the Madison County School District.

Specific policies include:
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.

Most COVID-19 related absences do not require deduction from regular sick leave. Questions? Contact your administrator/supervisor or MCS's Human Resources Department.

If an employee has symptoms, including fever, and chooses not to be tested, an assumption of illness must be made and the positive test result protocol must be followed. In this instance, absence from work will be deducted from regular sick leave.

Definitions

Close contact: Exposure that is less than six feet for more than 15 minutes, cumulative in the day.

Compromised Immune System: Any health deficiency (underlying health issue) causing a person to be at higher risk of difficulty recovering from COVID-19.

Isolation: Separating a COVID-19 patient, even from family members, as much as possible for 10 days after the onset of symptoms.

Quarantine: Staying away from all people as much as possible.

Concentration of cases: Three or more cases within any group, class, or team. In the event of a concentration of cases, all group members should quarantine for 14 days.

1 Employee tests positive for COVID-19

Contact Administrator/Supervisor.

Return to work after:
- Isolating at home for 10 calendar days from date of onset of symptoms, **and**
- Being fever free for 24 hours without fever-reducing medication, **and**
- Experiencing a decrease in symptoms

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DECISION TREE FOR EMPLOYEES *Continued*

2 **Employee has COVID-19 symptoms**

Contact Administrator/Supervisor. Employee should be tested for Covid 19 as soon as possible.

Negative Test Result
Return to work after:
- Being fever free for 24 hours without fever reducing medication, **and**
- Experiencing a decrease in symptoms

Positive Test Result
Return to work after:
- Isolating for 10 calendar days from onset of symptoms, **and**
- Being fever free for 24 hours without fever-reducing medication, **and**
- Experiencing a decrease in symptoms

3 **Employee does not have symptoms but has a live-in family member with COVID-19, or is a caregiver for one with COVID-19, or the employee has had close contact with a COVID-19 patient.**

Contact Administrator/Supervisor.

Quarantine for 14 days,
OR
The employee may be allowed to continue to work if:
- The employer deems the employee essential, **and**
- The employee continues to have no symptoms, **and**
- The employee wears a mask while at work.

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

4 **Employee or employee's immediate family member has a compromised immune system or the employee's child's daycare center/school has temporarily closed for reasons related to COVID-19.**

Contact Administrator/Supervisor.

Fill out a COVID-19 Accomodation Form and submit to the HR Department. A school administrator, HR Department member, and/or Finance Department member will review accomodation(s) request and communicate with employee.