



Checklist for Employee Diagnosis of or Exposure to COVID-19

The following checklist is used to guide the District's response when notified an employee has been exposed to or diagnosed with COVID-19.

Campus/Department Supervisor

1. Immediately contact the designated Assistant Superintendent/Leadership if an employee reports a diagnosis of or exposure to COVID-19.
2. Notify HR/Employee Benefits and Health Services
3. Instruct employee to immediately contact HR/Employee Benefits by email at jfventur@episd.org if exposed to or diagnosed with COVID-19.
4. Update personal and emergency contact information for employee.

Designated Leadership/Assistant Superintendent Will Coordinate the Following:

1. Immediately separate an employee who identifies symptoms, exposure or diagnosis of COVID-19.
2. Close off areas used by the employee.
3. Determine the date and time the employee was in physical proximity (six feet or less) of any employees, students, or the community.
4. Identify dates and names of individuals (e.g., employees, students, parents, community members) the employee may have had contact with or been within six feet or less during the last 14 days.
5. Provide written notification (template) to individuals who were identified as having exposure risk. Provide names of the identified employees to Employee Benefits.
6. Work with the supervisor and employee to determine the last date the employee was physically present in any district facility.
7. After the initial isolation of that area for 24 hours, work with facilities staff to sanitize the possible exposed areas within the next 72 hours.
8. Contact each supervisor that may have had the employee in their work area within the past 72 hours to determine exposure risk and create a clean-up/disinfectant plan (e.g., principal, athletics, fine arts, technology, custodial, maintenance, food service, transportation).
9. Monitor the situation closely and keep the superintendent updated.

Health Services

1. Contact City Health Department personnel if applicable
2. Assist with symptom inquiries
3. Assess quarantine requirements

Employee Benefits

1. Provide employee information on available leave benefits including emergency paid sick leave (EPSL), expanded family and medical leave (EFML), and state/local personal and sick leave.
2. Address any requirement to provide fitness for duty before returning to work.

Community Engagement

1. Will inform the superintendent and other relevant district leaders, including the board, of the situation. Maintain the employee's confidentiality whenever possible and remind others of the need to keep personal and medical information confidential.

Return-to-Work Guidance

The virus that causes COVID-19 can be spread to others by infected persons through respiratory droplets from those who have few symptoms, no symptoms or are mildly ill. Due to the contagious nature of the virus, all staff should stay informed and take actions based on common sense and good judgment.

An employee diagnosed with or experiencing any of the symptoms of COVID-19 must self-isolate until the below conditions have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return when all three of the following criteria are met:
 1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 2. and the individual has improvement in symptoms (e.g., cough, shortness of breath);
 3. and at least ten days have passed since symptoms first appeared; or
- In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
- If the individual has symptoms that could be COVID-19 and wants to return before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

An employee living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, must self-isolate until the above conditions have been met. If they do not experience any COVID-19 symptoms during that period, they can return. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

All inquiries regarding an employee return-to-work request should be submitted to Employee Benefits.