

FALL 2020



Reconnect.
Reopen.
Stay Safe.

Supervisor Protocol C20.1

EMPLOYEE WITH COVID-19

The online version of this protocol is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE

The purpose of this standard operating procedure is to ensure that principals and supervisors respond appropriately when an employee tests positive for COVID-19 or has been exposed to someone with a lab-confirmed case of COVID-19 or may be exhibiting symptoms of COVID-19. The procedure also is designed to ensure that principals and supervisors notify central administration in a timely manner if an employee has a doctor or public health verified case of COVID-19 so appropriate public health protocols may be followed to safeguard other staff and students while also protecting the privacy of the individual employee. The scope of this procedure is districtwide and includes all personnel.

2.0 RESPONSIBILITY

- 2.1** The following person may be contacted on a routine basis in relation to this procedure:

Yveta Grier, Director of Health Services & Nursing
Phone: 336-370-8325w/336-709-9515c
Fax: 336-370-2320
Email: griery@gcsnc.com

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3.0 APPROVAL AUTHORITY

- 3.1 Sharon L. Contreras, PhD, Superintendent of Schools
- 3.2 Nora Carr, EdD, Chief of Staff

4.0 DEFINITIONS

- 4.1 COVID-19 – Illness caused by the novel (new) coronavirus identified in 2019. Symptoms include cough (new), shortness of breath, difficulty breathing, fever, chills, headache, stomach ache, upset stomach and vomiting, new loss of taste, loss of smell, among others.
- 4.2 Verified – The diagnosis of COVID-19 has been confirmed by the employee’s healthcare provider or public health.

5.0 GUIDELINES

- 5.1 Any employee tested (due to concerns about exposure or symptoms) and/or diagnosed with COVID-19 by his/her healthcare provider and/or by public health must notify his/her supervisor immediately
- 5.2 Supervisors/principals must instruct employees with COVID-19 symptoms or lab-confirmed test results to go home immediately and contact their healthcare provider.
- 5.3 School building Principals must contact their School Nurse immediately via their cell phone regarding positive cases. If unable to reach the school nurse, supervisors should call the Guilford County School Health program at 336-641-3896.
- 5.4 Supervisors/principals also must call Yvetta Grier, Director of Health Services & Nursing, for additional guidance regarding next steps.
- 5.5 Yvetta Grier, Director of Health Services & Nursing
Phone: 336-370-8325/w 336-709-9515c
Fax: 336-370-2320
Email: griery@gcsnc.com

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- 5.5.1 The GCS Director of Health Services & Nursing will contact the district's Guilford County school health program liaison.
- 5.5.2 The district's Guilford County school health program liaison will contact the GCS Director of Health Services upon initial review with communicable disease.
- 5.6 Employees may be required to stay home (isolate) for at least 10 days (if lab- confirmed test) or 14 days (w/o lab-confirmed test) in accordance with public health guidelines.
- 5.7 Supervisors should refer employees to Alan Hooker, Director of Benefits, for more information about their options for leave and benefits.
- 5.8 Public Health will complete contact tracing and share the information with Supervisors and the Director of Health Services regarding employees who may have been exposed to one or more individuals with a lab-confirmed case of COVID-19.
- 5.9 Supervisors/Principals may request that employees who have tested positive for COVID-19 or who may have been exposed to someone with a lab-confirmed case of COVID-19 to provide a written and signed note from public health to verify isolation or quarantine period.
 - 5.9.1.1 This documentation must be shared by Supervisors/Principals with Human Resources and placed in the employee's personnel file in Human Resources (not departmental or school). In keeping with state law, employees must be notified each time a document is added to their personnel files.
 - 5.9.1.2 Prior to returning to work, employees who have lab-confirmed COVID-19 or exposure must provide written and signed authorization from a medical professional/healthcare provider or public health that it is safe for the employee to return to work. This documentation must be shared by Supervisors/Principals with Human Resources and placed in the employee's personnel file in Human Resources (not departmental or school). In keeping with state law, employees must be notified each time a document is added to their personnel files.

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- 5.10** Supervisors should direct their employees to contact Alan Hooker, Director of Benefits for more information regarding leave options and benefits.
Phone: 336-370-8092w; 336-586-6356c
Fax: 336-370-8924
Email: hookera@gcsnc.com
- 5.11** Supervisors should contact John Simmons, Senior Executive Director of Building Services, regarding the appropriate COVID-19 cleaning protocols.
Phone: (336) 370-2387w; 336-669-9891
Email: simmonj@gcsnc.com
- 5.12** Employee Supervisors/Principals should notify the following individuals:
- a. School Support Officer/Cabinet-level Supervisor (chiefs)
 - b. School Support Officers must notify the Chief of Schools
 - c. School Support Officers/Chiefs will coordinate communications with District Relations, Health & Nursing, Public Health and Supervisor/Principal.
- 5.13** If the affected employee is the Building Manager/Supervisor/Principal, the SSO or chief must handle the notifications outlined in this protocol.
- 5.14** Other required notifications are as follows:
- i. Chief of Student Services notifies Superintendent of Schools.
 - ii. Chief of Student Services notifies Chief of Staff.
 - iii. SSOs notify the Chief of Schools.
 - iv. Principals notify SSOs, Health & Nursing and HR.
- 5.15** Verbal notifications by Employee Supervisors, Leadership Council Members or Chiefs, including phone calls, must be followed in writing via email the same day, including evenings and weekends. Written notification does not require names. The employee's work location must be included. If the employee is working remotely, that must be noted as well. Emails may be sent to COVID19@gcsnc.com.

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- 5.16** During the evening and over the weekend, upon being notified that an employee has tested positively for COVID-19, the GCS Director of Health Services & Nursing will contact public health immediately (regarding decisions impacting the opening of a building/area/school) for guidance regarding quarantining and whether other employees and/or students are at-risk for infection and must be quarantined and/or tested in keeping with CDC and NCDHHS guidelines.
- 5.17** Public Health will work with the GCS Director of Health Services & Nursing and Human Resources when tracking verified cases of COVID-19 by school, classroom, department/office area, and facility.
- 5.18** Contact tracing is a private process. As part of local, state and federal laws, an employee's personal information may not be released to the public or shared with individuals who may have come in contact with the infected employees. Employees are prohibited from disclosing confidential information out other employees.
- 5.19** An outbreak in the workplace often generates employee and public interest. Notification will be provided when the purpose of the notice is to control spread of the infection and protect those who have been potentially exposed. As with other infectious diseases, public health takes the lead on employee, parent and public notifications in partnership with GCS Health & Nursing.
- 5.20** Supervisors/Principals are responsible for the appropriate notifications of COVID-19 cases to ensure appropriate steps have occurred.
- 5.21** The GCS Director of Health Services & Nursing and Human Resources will be responsible for maintaining the appropriate documentation and records in their department/area.
- 5.22** The GCS Director of Health Services & Nursing will notify the Chief of Student Services Officer when public health has confirmed more than five of the affected school, classroom, department/office area, or facility have verified cases of COVID-19.
- 5.23** As with all infectious diseases, Public Health will take the lead on employee and parent communications. If Public Health indicates that letters and/or information must be sent to employees and parents, the Director of Health Services & Nursing will work with public health and the school/building manager/appropriate chief to prepare and distribute the materials.

- 5.24** The Building Manager/Principal (or their supervisor if building manager/principal is not available) will notify the custodian(s) to follow the appropriate cleaning and sanitation procedures for the affected areas.
- 5.25** Failure to report positive employee cases of COVID-19 in a timely and accurate manner could result in personnel action, including but not limited to suspension and/or dismissal.

6.0 ASSOCIATED DOCUMENTS

- 6.33 COVID-19 Cleaning Products

7.0 RECORD RETENTION TABLE

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
| C20.1 | One Drive | 5 years | NA | NA |

8.0 REVISION HISTORY

| <u>Date</u> | <u>Rev.</u> | <u>Description of Revision</u> |
|-------------|-------------|--------------------------------|
| NA | NA | NA |

***** End of Work Procedure *****