

NPS Staff Covid-19 Sick/Exposure/Travel Guideline

It is important to maintain privacy and prevent discrimination for those who may have COVID-19, while ensuring wellness for other staff and students. For known illness or exposure, names will not be provided to parents and staff, per HIPAA, to ensure the privacy of each staff member, student, and their family members.

The Equal Employment Opportunity Commission (EEOC) has provided guidance ([EEOC Guidance re: COVID-19](#)) that confirms that, during a pandemic, it is permissible to ask employees if they are experiencing symptoms of the pandemic virus (such as fever, chills, cough, shortness of breath, or sore throat). Prior to coming to work each day, staff must conduct daily symptom checks. Staff must stay at home if they are sick, especially if they have COVID-19 symptoms, have tested positive for COVID-19, have been exposed to someone who has COVID-19, and/or has traveled out of Connecticut, including hosting a visitor from out of state (per current guidelines from CDC and State of Connecticut).

Staff must report symptoms via an online survey form. These forms will be maintained by the nurse administrator/school nurse and kept as a confidential medical record. Once the form is received, the nurse administrator (or designee) may call you to obtain further details and answer any questions you may have. This information may be reported to the superintendent as well as Central Connecticut Health Department (CCHD), as deemed necessary by the nurse administrator.

Staff who are older and/or have severe underlying medical conditions such as heart, lung disease, diabetes, and/ or are immunocompromised may be at higher risk for developing more serious complications from COVID-19.

Do NOT come to work sick. If you start to show any signs and symptoms of COVID-19, while at work, **you will be required to leave immediately.** This includes cough, runny nose, sore throat, headache, fever (100.0F or higher), chills, fatigue, shortness of breath, muscle or body aches, nausea, vomiting and/or diarrhea.

The superintendent and nurse administrator will be working closely with the local health officials to follow both the state and CDC guidelines for class/school/district closures and return to school protocols for sick students/staff as well as have a plan in place for notifying staff and families.

SYMPTOMS of COVID-19

Symptoms range from mild to severe. Many have no symptoms at all (called asymptomatic). Symptoms may appear 2-14 days after exposure to the virus.

People with the following symptoms may have COVID-19:

Fever (100.0F or higher) or chills
Cough
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

Check here for the most [UTD Symptom List from the CDC](#).

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Seek immediate medical attention if you have any of the following symptoms:

Trouble breathing
Persistent pain or pressure in the chest
New confusion
Inability to wake or stay awake
Bluish lips or face

*call your healthcare provider for any other symptoms that are severe or concerning you.

RETURNING TO WORK (Current public guidelines will be followed)

IF DIAGNOSED WITH OR THINK YOU HAD COVID-19

If you have a fever, cough, shortness of breath or other symptoms (see above), or if you think you have COVID-19, contact your healthcare provider.

Keep track of your symptoms

Seek immediate emergency medical attention for any other the above warning signs.

STAY HOME, except to get medical care. Do not come to work, do not visit public areas, avoid public transportation, and stay in touch with your healthcare provider.

*COMPLETE THE ONLINE SURVEY:

[Staff Symptom Survey - COVID-19](#)

EXPOSURE TO COVID-19 (INCLUDING TRAVEL)

Exposure:

You have been exposed to or have been around a person with COVID-19

Travel:

You have traveled out of the country or to a state that falls into the “red” (refer to [Regional Travel Advisory](#) for up-to-date list).

- a. For more information: [Travel-In-or-Out-of-CT Information](#).
- b. *Note, this also applies to staff who are hosting visitors that live in an identified state.

If you think you have been exposed to or have been around a person with COVID-19, and/or have traveled out of the country or to a state that falls into the “red”, then STAY HOME. You must self-quarantine for 14 days from the time of last contact. Do not come to work, do not visit public areas, avoid public transportation, and stay in touch with your healthcare provider.

*COMPLETE THE ONLINE SURVEY:

[Staff Symptom Survey - COVID-19](#)

****RETURNING TO WORK****

Please follow the returning to work guideline that applies specifically to you. Note, you will need to be cleared by the nurse administrator (or school nurse) prior to returning to work.

“I TESTED POSITIVE FOR COVID-19, OR I THINK I HAVE COVID-19, AND I HAVE SYMPTOMS”

You may return to work:

1. After it has been 10 days since symptoms first appeared,
2. **AND** have an improvement in all symptoms,
3. **AND** 1 day (24 hours) with no fever (WITHOUT fever-reducing medication),
4. **AND** have clearance by the nurse administrator (or school nurse).

NOTE: If you have symptoms of COVID-19, have an appointment with your medical provider, and test negative for COVID-19, you may return prior to the 10 days as long as you meet criteria 2-4. Proof of negative test or note from provider stating such must be provided to the nurse prior to or upon entry back to work.

“I HAVE BEEN EXPOSED TO OR HAVE BEEN AROUND A PERSON WITH COVID-19, AND/OR I HAVE TRAVELED OUT OF THE COUNTRY/STATE”

You may return to work:

1. After 14 days from date of last exposure
2. **AND** you are symptom-free.
3. **AND** have clearance by the nurse administrator (or school nurse).

If you develop symptoms up to or on the 14th day, or test positive, you must follow the above guideline, “I tested positive for COVID-19, OR I think I have COVID-19, AND I have symptoms”. Please notify your healthcare provider as well as the school nurse in your building (or nurse administrator).