





COVID-19 Operational Plan: What to expect...*

	 <p>1 New Normal</p>	 <p>2 4-Day</p>	 <p>3 Hybrid</p>	 <p>4 Learn at Home, Stay Safe</p>
Schedule:	<ul style="list-style-type: none"> All Students Attend School 5 Days A Week 	<ul style="list-style-type: none"> In Class 4 Days a Week All Students Attend School Mondays Through Thursdays Online Learning/Interventions On Fridays 	<ul style="list-style-type: none"> In Class 2 Days a Week A-K: Monday & Wednesday L-Z: Tuesday & Thursday Some Learning Labs/Interventions On Fridays 	<ul style="list-style-type: none"> All Students Learning At Home 5 Days A Week Buildings Closed
Trigger Points:	<ul style="list-style-type: none"> The Schedule Will Be Determined By The Board Of Trustees. Board Will Consider Eastern Idaho Public Health District's Health Risk Levels And/Or Absenteeism Among Students & Staff 			
Masking	<ul style="list-style-type: none"> Everyone is expected to wear a face covering in common areas, hallways, during transitions and when arriving/leaving school. In classrooms, face coverings are up to the discretion of a teacher, but would be required when a city, county or state mask order is in effect and/or social distancing isn't possible. 			<ul style="list-style-type: none"> Regional restrictions may be set by Eastern Idaho Public Health (EIPH).
Family Expectations:	<ul style="list-style-type: none"> Check Children For Symptoms Every Day Keep Sick Children Home Until 72 Hours After Symptoms End Support Student Learning At Home 			<ul style="list-style-type: none"> Support Student Learning At Home
Teacher/Staff Expectations:	<ul style="list-style-type: none"> Self Monitor For Symptoms And Stay Home If Sick Isolate Symptomatic Children For Parent Pick Up Promote Preventive Measures Such As Hand Washing, Social Distancing, Etc. Establish Routines For Daily Sanitation 			<ul style="list-style-type: none"> Support Student Learning Remotely
Bussing:	<ul style="list-style-type: none"> Social Distancing On Buses Will Be Difficult So Students Will Be Required To Wear Masks Parents May Want To Consider Alternate Transportation Such As Children Walking Or Biking If Safe And Weather Permits 			No Bussing
Activities:	<ul style="list-style-type: none"> Limited To IHSAA-Approved Activities Other Clubs/Groups Must Submit A Plan. No Field Trips, Assemblies Or Other Large Group Activities 			<ul style="list-style-type: none"> No Activities or Special Events
Lunch:	<ul style="list-style-type: none"> Normal Meals With Social Distancing When Possible 	<ul style="list-style-type: none"> Normal Meals With Social Distancing When Possible & Grab 'N Go for Fridays 	<ul style="list-style-type: none"> Normal Meals With Social Distancing When Possible & Grab 'N Go For The Next Day 	<ul style="list-style-type: none"> Grab 'N Go Meals As Available

*This page provides an overview only. Please see pages 3-6 of D91 reopening plan for detailed information.

Introduction:

Reopening schools for fall 2020 was our original goal, but we know we can't control COVID-19 so D91's plan was crafted to allow us to respond quickly to changing local, regional, state and national conditions. As conditions change, we may be forced to change how we provide instruction during the school year. D91's ReOpening Plan includes a Green-Blue-Yellow-Red system that outlines what students, staff and parents can expect under different conditions.

- **STAGE 1 - GREEN: New Normal Operations** — D91's schools will be open with all students attending school full time and schools implementing reasonable procedures in accordance with health guidance.
- **STAGE 2 - BLUE: 4-Day** — D91's schools will be open in-person four days per week but incorporate health guidance and protocols to try and mitigate risks and limit the spread of COVID-19.
- **STAGE 3 - YELLOW: Learning With Caution** — D91 will shift to a hybrid schedule with students attending school on alternate days so some students are learning part-time in school and some students are learning part-time at home. Based on conditions, hybrid schedules could be implemented in a single school, within a cluster of schools or districtwide.
- **STAGE 4 - RED: Learn At Home & Stay Safe** — In extreme conditions, which could include a local or state stay-at-home order, D91 will close schools and shift to remote learning for all students. Based on conditions, the board could close a single school, a cluster of schools or close all schools.

D91's Reopening Plan includes recommendations from health officials, and reasonable procedures to try and mitigate risks and minimize the spread of COVID-19. To accomplish our goal of reopening schools, it is imperative all students, staff and parents do their part by following health guidance whether they're at school or out in the community. Everyone will also need to monitor their health and stay home if they are feeling sick or showing symptoms of COVID-19.

Idaho Falls School District 91's Reopening Plan was drafted with input from hundreds of stakeholders including parents, teachers, staff and officials with Eastern Idaho Public Health. It includes feedback from more than 3,800 survey responses as well as input from several advisory committees. The plan is a living document and will be updated in accordance with new guidance from the Centers for Disease Control and Prevention, the Governor's office, the State Board of Education, the State Department of Education, the Idaho High School Athletics Association and other extracurricular governing bodies, Eastern Idaho Public Health and other state and local officials.

D91's Focus Everyday:

- Provide a rigorous, comprehensive education for all students no matter the mode of instruction.
- Respect health guidance from the Centers for Disease Control and local and state health officials, and adopt reasonable practices we can control to mitigate risks and minimize spread.
- Be flexible, empathetic and ready to respond quickly to support families as conditions change.
- Clearly communicate shared expectations for students, staff and parents.
- Launch 1-to-1 initiative to ensure every student has a Chromebook or a laptop to use for learning in a classroom or learning at home.
- Provide parents and teachers with training and support so they can use tech tools and resources.
- Update policies to ensure students and staff who are sick or showing symptoms stay home.
- Online options for parents uncomfortable about sending children back to school in person.



STAGE 1 - GREEN: New Normal Operations

D91's schools will be open but incorporate health guidance and protocols to try and mitigate risks and limit the spread of COVID-19.

Priorities in Green

- * Ensure students and staff who are sick or showing symptoms stay at home.
- * Implement social distancing and cohort groups where possible and reasonable.

Districtwide Practices:

- Social distancing where possible and reasonable.
- Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high traffic areas.
- Hand washing integrated throughout the day.
- Hand sanitizer available throughout buildings.
- Schools share "Stop The Spread" information with focus on preventative measures and symptoms.
- Support/Training for staff & parents who need help accessing technology, tools and online resources.#
- Social distancing on buses will be difficult. Students will be required to wear masks on the bus. Parents could also consider alternate transportation such as having children walk or bike when weather permits.

Masking:

- Everyone is expected to wear a face covering in common areas, hallways, during transitions and when arriving/leaving school. In classrooms, face coverings are up to the discretion of a teacher, but would be required when a city, county or state mask order is in effect and/or social distancing isn't possible.

Classroom Spaces:

- Students issued their own Chromebook or laptop.
- Limited use of shared materials and supplies.
- Desks arranged to allow for cohort groups and social distancing where possible and reasonable.
- Staff working closely with small groups of students will be encouraged to wear face shields.

School Spaces:

- Sneeze guards and other protective measures will be implemented in all offices.
- Some school events, assemblies and gatherings may be changed or cancelled to limit large gatherings.
- Access to campus may be limited with new protocols for volunteers/visitors to campus.
- Schools may offer Internet access in areas such as cafeterias, libraries, gymnasiums and parking lots.
- Space to isolate students/staff who become ill during the school day.

Common Spaces:

- Students move in cohort groups where possible and reasonable to try and limit possible exposure.
- School schedules may be adjusted to reduce the number of students passing in hallways.
- Lunch times may be staggered to reduce the number of students in the cafeteria and allow for some social distancing. Some students may eat in other areas of the school or outside, weather permitting.

Extracurricular Activities:

- Limited to IHSAA-approved activities and in accordance with IHSAA guidelines
- No field trips, assemblies and other large group activities.
- Other school events and gatherings may be changed or cancelled to limit gatherings



STAGE 2 - BLUE: 4-Day

D91's schools will be open in-person four days per week but incorporate health guidance and protocols to try and mitigate risks and limit the spread of COVID-19.

Priorities in Blue:

- * Ensure students and staff who are sick or showing symptoms stay at home.
- * Implement social distancing and cohort groups where possible and reasonable.

Schedule:

- All students attend Mondays-Thursdays. Online learning/interventions on Fridays

Districtwide Practices:

- Social distancing where possible and reasonable.
- Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high traffic areas.
- Hand washing integrated throughout the day.
- Hand sanitizer available throughout buildings.
- Schools share "Stop The Spread" information with focus on preventative measures and symptoms.
- Support/Training for staff & parents who need help accessing technology, tools and online resources.#
- Social distancing on buses will be difficult. Students will be required to wear masks on the bus. Parents could also consider alternate transportation such as having children walk or bike when weather permits.

Masking:

- Everyone is expected to wear a face covering in common areas, hallways, during transitions and when arriving/leaving school. In classrooms, face coverings are up to the discretion of a teacher, but would be required when a city, county or state mask order is in effect and/or social distancing isn't possible.

Classroom Spaces:

- Students issued their own Chromebook or laptop.
- Limited use of shared materials and supplies.
- Desks arranged to allow for cohort groups and social distancing where possible and reasonable.
- Staff working closely with small groups of students will be encouraged to wear face shields.

School Spaces:

- Sneeze guards and other protective measures will be implemented in all offices.
- Some school events, assemblies and gatherings may be changed or cancelled to limit large gatherings.
- Access to campus may be limited with new protocols for volunteers/visitors to campus.
- Schools may offer Internet access in areas such as cafeterias, libraries, gymnasiums and parking lots.
- Space to isolate students/staff who become ill during the school day.

Common Spaces:

- Students move in cohort groups where possible and reasonable to try and limit possible exposure.
- School schedules may be adjusted to reduce the number of students passing in hallways.
- Lunch times may be staggered to reduce the number of students in the cafeteria and allow for some social distancing. Some students may eat in other areas of the school or outside, weather permitting.

Extracurricular Activities:

- Limited to IHSAA-approved activities and in accordance with IHSAA guidelines
- No field trips, assemblies and other large group activities.
- Other school events and gatherings may be changed or cancelled to limit gatherings



STAGE 3 - YELLOW: Hybrid

Based on guidance from health officials, the Board of Trustees may decide to shift D91 to a hybrid schedule where students would attend on alternating days and learn part-time in school and part-time at home. Depending on conditions, hybrid schedules could be implemented in a single school, within a cluster of schools or districtwide.

Priorities in Yellow:

- * Ensure students and staff who are sick or showing symptoms stay at home.
- * Maximize social distancing cohort groups by reducing the number of students in school buildings.

Schedule:

- A-K: Monday & Wednesday at school/Tuesday & Thursday learning at home
- L-Z: Tuesday & Thursday at school/Monday & Wednesday learning at home
- Some Learning Labs/Interventions on Fridays
- Staff supporting students & taking part in staff development and meetings on Fridays

Districtwide Practices:

- Social distancing where possible and reasonable.
- Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high traffic areas.
- Hand washing integrated throughout the day.
- Hand sanitizer available throughout buildings.
- Schools share "Stop The Spread" information with focus on preventative measures and symptoms.
- Support/training for staff & parents who need help accessing technology, tools and online resources.#
- Social distancing on buses will be difficult. Students will be required to wear masks on the bus. Parents could also consider alternate transportation such as having children walk or bike when weather permits.

Masking:

- Everyone is expected to wear a face covering in common areas, hallways, during transitions and when arriving/leaving school. In classrooms, face coverings are up to the discretion of a teacher, but would be required when a city, county or state mask order is in effect and/or social distancing isn't possible.

Classroom Spaces:

- Students will attend school on a hybrid schedule and school times may be adjusted. Based on input from parents/staff we're looking at an alternate days schedule, and will try to ensure children from the same families attend school on the same days.
- Students will attend school on either Mondays/Wednesdays or Tuesdays/Thursdays.
- Fridays would be used for teacher prep, planning and staff development and academic labs and interventions for students who need additional support.
- Teachers will provide direct instruction on the days students are at school.
- Students will work independently to practice concepts and grow mastery when they're working independently at home. In general, students would not be learning new material at home.
- Staff working closely with small groups of students will be encouraged to wear face shields.

School Spaces:

- Sneeze guards and other protective measures will be implemented in all offices.
- Some school events, assemblies and gatherings may be changed or cancelled to limit large gatherings.
- Access to campus may be limited with new protocols for volunteers/visitors to campus.
- Space to isolate students/staff who become ill during the school day.

Common Spaces:

- Students will move in cohort groups where possible and feasible to try and limit possible exposure.
- School schedules may be adjusted to reduce the number of students passing in hallways.
- Lunch times may be staggered to reduce the number of students in the cafeteria and allow for some social distancing. Some students may eat in other areas of the school or outside, weather permitting.

Extracurricular Activities:

- Limited to IHSAA-approved activities and in accordance with IHSAA guidelines
- No field trips, assemblies and other large group activities.
- Other school events and gatherings may be changed or cancelled to limit gatherings



STAGE 4 - RED: Learn At Home & Stay Safe

In extreme conditions, which could include a local or state stay-at-home order, D91 will close schools and shift to remote learning for all students. Based on local conditions, the board could close a single school, a cluster of schools or close all schools

Priorities in Red

* **Reduce the risk of further community spread by closing schools.**

Remote Instruction:

- Focused, rigorous instruction on key standards in each grade and content area.
- Traditional grades and accountability.
- Clear expectations and communication with students and families.
- Some of the structure of a regular school day with face-to-face online instruction with some flexibility for families.
- Support and training for parents who need help accessing technology, tools and online curriculum.

School Spaces:

- Closed to the general public except by special appointment.
- There may be opportunities for in-person small group instruction or intervention.
- Schools may offer Internet access in areas such as cafeterias, libraries, gymnasiums and parking lots.

Extracurricular Activities:

- No extracurricular activities or special events

Staff Development:

To ensure staff are prepared to quickly shift modes of instruction in response to changing local, regional, state and national conditions, D91 will provide opportunities for teachers to take part in staff development on Aug. 18 and 19. Teachers participating in this staff development would receive stipends of up to \$240 a day.

Keeping Schools Open Will Take Community Effort:

Our hope is to start the school year with in-person classes, with all employees reporting for their assigned duties. Staff who have concerns about returning to work should discuss those concerns with their supervisor and/or human resources and review their options.

Health Checks: To accomplish our goal of reopening Idaho Falls School District 91's schools and keeping them open, it will be important for students, staff, parents and patrons to do their part by following health guidance and monitoring their health. In cooperation with Eastern Idaho Public Health, we ask that as students and staff prepare for school each day, they ask themselves these questions:

- **Since your last day in school have you had any of these symptoms that are NOT attributable to another condition?**
 - Fever or Chills (A fever is considered having a temperature of 100.4 F)
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Congestion or Runny Nose
 - Nausea, Vomiting or Diarrhea
 - Muscle or Body Aches
 - Headache
 - Sore throat
 - New loss of taste or smell
- **If the answer is YES to any of these symptoms we ask that:**
 - You DO NOT send your child to school.
 - Contact your healthcare provider for guidance to determine if testing for COVID-19 is recommended.
- **If your child has tested positive for COVID-19 OR was directed by a healthcare provider or Eastern Idaho Public Health to stay home we ask that:**
 - You DO NOT send your child to school UNTIL:
 - Your child has isolated for at least 10 days after symptom onset AND symptoms have improved, including being fever-free for 24 hours without the use of fever-reducing medications. (See Eastern Idaho Public Health Decision Tree on page 10)
.....OR.....
 - Your medical provider has determined a different illness than COVID-19 and cleared your child to return to school.
- **If your child has had close contact (within 6 feet for more than 15 minutes) with someone testing positive for COVID-19, we ask that:**
 - Your child WILL NOT have to isolate *as long as they were wearing a mask at the time*, but you should monitor them closely for COVID-19 symptoms over the next two weeks. See COVID-19 symptoms above. If your child develops symptoms, please contact your healthcare provider for recommendations on testing or contact EIPH.
 - *If they were NOT wearing a mask*, DO NOT send your child to school until they have isolated for 10 days with no symptoms during the quarantine period OR 7 days with a negative test and no symptoms during the quarantine period.
 - If symptoms DO present during the isolation period, follow instructions above for seeking medical guidance and possible testing for COVID-19.

Responding To A Confirmed Case of COVID-19:

An important part of limiting the spread of COVID-19 in our community is identifying those who may be sick, infected or who have been exposed, and requires all of us working together to keep the virus in check.

Student/Family Responsibilities:

If your child has tested positive for COVID-19 we ask that:

- You do not send your child to school.
- Notify your school of the positive test.
- Follow guidance from your health provider and Eastern Idaho Public Health regarding isolation and contact tracing.

School & District Responsibilities:

- School personnel or health officials will alert Nurse/Student Services.
- Nurse/Student Services will contact Eastern Idaho Public Health, and will assist Eastern Idaho Public Health with contact tracing and investigation.
- Coordinate efforts to communicate to staff, students, and parents the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).

Responding To A Confirmed Case of D91 Staff with COVID-19:

An important part of limiting the spread of COVID-19 in our community is identifying those who may be sick, infected or who have been exposed, and requires all of us working together to keep the virus in check.

Staff Responsibilities:

• **Staff members who test positive for COVID-19 should:**

- Immediately notify their supervisor.
- Stay at home and follow guidance from their health provider and Eastern Idaho Public Health regarding isolation and contact tracing.
 - Isolate for 10 days from onset of symptoms in accordance with CDC guidelines & monitor health daily. (See EIPH Decision Tree on page 10)
 - Staff who are isolating, but cannot perform their assigned duties by telecommuting would need to take leave. HR will contact employee(s) and review leave options, which could include:
 - Utilizing leave provided under the Families First Coronavirus Response Act
 - Using personal sick or vacation time
 - Requesting a leave of absence
 - Staff who are isolating, but who can perform their assigned duties from home could telecommute if they are not ill, and would not have to take leave. (District is drafting telecommuting policy.)
 - Assist with contact tracing to help identify students and other staff with whom they had contact.

District Responsibilities:

- **If a staff member tests positive for COVID-19, the district would:**
 - Contact employee and review leave options, which could include:
 - Special COVID Leave*
 - Using personal sick or vacation time
 - Requesting a leave of absence
 - Follow up with other employees who may have been in contact with the affected staff member.
 - Coordinate efforts to communicate to staff, and, if necessary, students and parents, the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).
 - **If staff has had close contact (within 6 feet for more than 15 minutes) with someone testing positive for COVID-19, we ask that:**
 - Staff WILL NOT have to isolate *as long as they were wearing a mask at the time*, but they should monitor themselves closely for COVID-19 symptoms over the next two weeks. If they develop symptoms, they should contact their healthcare provider or EIPH for recommendations on testing.
 - *If they were NOT wearing a mask*, staff DO NOT come to work UNTIL they have isolated for 10 days with no symptoms during the quarantine period OR 7 days with a negative test and no symptoms during the quarantine period.
 - HR will contact employee and review leave options, which could include:
 - Using personal sick or vacation time
 - Requesting a leave of absence
 - If symptoms DO present during the isolation period, staff should follow the instructions above for seeking medical guidance and possible testing for COVID-19
- * *Special COVID Leave may be available to employees who are required to quarantine after close contact at work to someone who has tested positive for COVID-19. Eligibility for this leave is limited to employees whose position is not suitable for teleworking. This leave may be used after FFCRA leave is exhausted.*

Resources:

- Results of Parent Survey (https://www.d91.k12.id.us/userfiles/2228/my%20files/19_20reentrysurveyfinalresultsnocomments.pdf?id=4800)
- Input from Advisory Committees made up of staff and parents. (K-2, Grade 3-6, Grade 7-8, Grade 9-12, PE, Music)
- Idaho State Board of Education's Back to School Framework 2020 (<https://boardofed.idaho.gov/resources/idaho-back-to-school-framework-2020/>)
- CDC Considerations for Schools (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>)
- CDC Guidance for Cleaning & Disinfecting (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)
- American Academy of Pediatrics: COVID-19 Guidance for Schools (<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinicalguidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>)
- Input from Eastern Idaho Public Health officials & EIPH's COVID-19 Regional Response Plan
- EIPH Regional Response Plan (https://eiph.idaho.gov/Home/Hot%20Topics/Coronavirus/EIPH%20COVID19%20Decision%20Tree%20wMonitoring%20Log_rev%207-06-20.pdf) — updated version may exist and be posted on eiph.idaho.gov

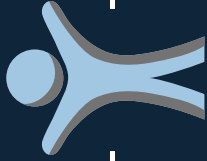
COVID-19 Decision Tree

(revised 7/28/2020 due to updated guidelines from CDC)

* Please Note That Some Recommendations Have Been Updated Since This Was Published.

EMPLOYEE / INDIVIDUAL

You had close contact (within 6 feet for more than 15 minutes) with a person with ***SYMPTOMS** of COVID-19.



Do you have ***SYMPTOMS**?

Self-isolate for 14 days in accordance with CDC guidelines. Conduct daily monitoring of your health.

Continue with normal activities while monitoring your health daily.

NO

YES

*SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS AND INCLUDE:

- Fever 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

Seek the evaluation of a medical provider to determine if COVID-19 testing is indicated.

If testing is indicated, please ISOLATE until test results are received.

If test result is **POSITIVE**, continue to **ISOLATE** and local public health will contact you for follow up.

If no testing is conducted, you should ISOLATE for at least 10 days after symptom onset AND symptoms have improved, including being fever-free for 24 hours without the use of fever-reducing medications before returning to normal daily activities.

This document is a general guideline to assist with decision making. Please refer to Eastern Idaho Public Health or your healthcare provider for questions that are specific to your individual circumstance.

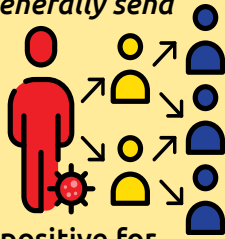
D91's Response Plan to a Positive Case of COVID-19

Updated January 26, 2020



You Will Receive A Communication From D91 When...

- When a student or staff member in your child's school has tested positive for COVID-19. The communication will include next steps and general information. *(High schools will generally send these notifications weekly.)*



- When a student or staff member in an extracurricular activity your child is involved in tests positive for COVID-19.
- When a single school, cluster of schools or the district changes phases (Green/Blue/Yellow/Red)
- When a single school, cluster of schools or the district has to close because of COVID-19 exposure and/or excess absenteeism by students or staff.
- When schools are closed because of extreme weather or other issues.



You Will Not Receive a Communication from D91 When...

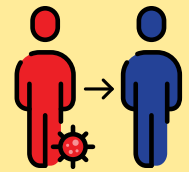
- When someone tests positive for COVID-19 on a bus, in a school, or in an extracurricular activity your child is not involved in.

What If a Student or Staff Member Tests Positive for COVID-19?

- If a student or staff member tests positive for COVID-19, they will be advised to isolate for 10 days from symptom onset in accordance with guidance from Eastern Idaho Public Health (EIPH).



- D91 will work closely with EIPH to identify those who were in close contact with that student or staff member.
- A **person not wearing a mask** who has been in close contact – within 6 feet for more than 15 minutes – with a person who tests positive for COVID-19 will be asked to isolate for 10 days with no symptoms OR 7 days with a negative test and no symptoms. **If they were wearing a mask**, they WILL NOT have to isolate, but should monitor themselves closely for COVID-19 symptoms for two weeks. If they develop symptoms, they should contact their healthcare provider or EIPH for testing recommendations.
- Symptoms may appear 2 to 10 days after exposure and include:



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



- Students and staff who have had secondary contact with someone who tested positive for COVID-19 will not need to isolate. *(Secondary contact is being in contact with someone who has been in contact with someone who has tested positive.)*
- We advise everyone to monitor their health regularly for symptoms of COVID-19.
- Any students and staff who are showing symptoms or feeling sick should stay at home.

If a Staff Member Tests Positive for COVID-19:

1

Staff should notify their supervisor or HR.

2

HR will help with contact tracing to identify employees who have been in close contact with the affected employee.

3

Staff who test positive for COVID-19 should self-isolate for 10 days from symptom onset.

Staff who were not wearing a mask and who have been in close contact with someone who tests positive for COVID-19 should isolate. They can return to work after 10 days with no symptoms during the quarantine period or after 7 days with a negative test and no symptoms during the quarantine period. *If they were wearing a mask, they do not have to isolate, but should monitor themselves for COVID symptoms for two weeks. If symptoms develop, a healthcare provider or EIPH should be contacted for testing recommendations.*

HR will contact affected employees by phone and discuss their leave options:

1. Families First Coronavirus Response Act
2. Personal, sick, or vacation time
3. Leave of absence

COVID-19 testing is Covered by D91's Health Insurance Plans

Staff who are isolating, but CAN perform their assigned duties from home will be allowed to telecommute instead of taking leave.

Staff who are isolating, but CAN NOT perform their assigned duties telecommuting will need to take leave.

4

HR will notify District Administrators/Other Department Heads as necessary that an employee has tested positive for COVID-19.

5

District Administrators/Department Head/Principal will notify all employees in that department and other affected departments by email/letter that someone has tested positive.

