



Protocols for Staff

Isolation, Quarantine and Outbreak

<p>Do not come to work:</p>	<ul style="list-style-type: none"> • If a staff member feels ill • If a staff member has a fever above 100.4
<p>Isolation:</p> <p>Isolation is for those who have symptoms, who are sick, or who have tested positive for COVID-19.</p> <p>Isolation separates those who are infected from those who are not.</p>	<ul style="list-style-type: none"> • Staff member is diagnosed with COVID-19 with a positive test result. <p>or</p> <ul style="list-style-type: none"> • Has symptoms of COVID-19. Symptoms, especially early on, may be mild and feel like a common cold. COVID-like symptoms include cough, shortness of breath, fever, loss of taste/smell, fatigue, headache, sore throat, muscle or body aches, congestion/runny nose, nausea/vomiting, diarrhea. <p>or</p> <ul style="list-style-type: none"> • Staff member feels ill and believes they may have COVID-19. • The staff member needs to call PSD’s contact tracing liaison (Darcie Votipka) at (970) 732-7198 immediately if they have been diagnosed with COVID-19 and/or beginning isolation. <ul style="list-style-type: none"> ○ The staff member will be asked specific questions including: <ul style="list-style-type: none"> ▪ Last date on a PSD site ▪ Whether they were symptomatic while on site ▪ All areas visited within sites ▪ All persons that had prolonged exposure, or close contact ○ PSD’s contact tracing liaison contacts the Larimer County Department of Health and Environment (LCDHE). LCDHE will help PSD determine a course of action for the site(s) impacted. ○ PSD’s contact tracing liaison contacts the appropriate HR director; HR director sends out appropriate COVID-19 notice and copies Melissa Johnson in Benefits. ○ Melissa Johnson will contact staff member to determine if absences qualify for coverage under FFCRA

	<ul style="list-style-type: none"> ○ It is important to protect the privacy of individuals through the entire process.
<p>Isolate until:</p> <p>Those who have symptoms, who are sick, or who have tested positive.</p>	<ul style="list-style-type: none"> • Staff member has had no fever for at least 24 hours without using medicine that reduces fevers. <p>and</p> <ul style="list-style-type: none"> • Other symptoms have improved (for example, when your cough or shortness of breath have improved). <p>and</p> <ul style="list-style-type: none"> • At least 10 days have passed since symptoms first appeared.
<p>If isolation begins during the school day:</p>	<ul style="list-style-type: none"> • Isolate the staff member in a designated sick area in the building until they can safely return home. • The designated sick area will be separated from routine care/medication administration to the best degree possible. • Personal Protective Equipment (PPE) will be available for staff monitoring a sick staff member. Staff monitoring should wear a gown, mask and face shield (both) and gloves. • The staff member needs to call PSD's contact tracing liaison (Darcie Votipka) at (970) 732-7198 if they have been diagnosed with COVID-19 and/or beginning isolation. <ul style="list-style-type: none"> ○ PSD's contact tracing liaison contacts the Larimer County Department of Health and Environment (LCDHE). LCDHE will help PSD determine a course of action for the site(s) impacted. ○ PSD's contact tracing liaison contacts the appropriate HR director; HR director sends out appropriate COVID-19 notice and copies Melissa Johnson in Benefits. ○ Melissa Johnson will contact staff member to determine if absences qualify for coverage under FFCRA. • It is important to protect the privacy of individuals through the entire process.
<p>Exposure:</p>	<ul style="list-style-type: none"> • Exposure is defined as having close contact with someone who has been diagnosed with COVID-19

	<p>(referred to as a confirmed case) or who has COVID-like symptoms without another reasonable explanation (referred to as a probable case). For COVID-19, a close contact is defined as any individual who:</p> <ul style="list-style-type: none"> ○ Was within 6 feet of someone diagnosed with COVID-19 for at least 10 minutes total. ○ Provided care for someone who is sick with COVID-19. ○ Had direct physical contact with someone who is sick with COVID-19. ○ Shared eating or drinking utensils with someone who is sick with COVID-19. ○ Got respiratory droplets from someone who is sick with COVID-19 on them (through sneezing, coughing, shouting, etc.). ○ Was in the same cohort as a person diagnosed with COVID-19. <ul style="list-style-type: none"> ● If you believe you have been exposed to COVID-19, please call PSD's contact tracing liaison (Darcie Votipka) at (970) 732-7198 <ul style="list-style-type: none"> ○ PSD's contact tracing liaison contacts the Larimer County Department of Health and Environment (LCDHE). LCDHE will help PSD determine a course of action for the staff member impacted. ○ PSD's contact tracing liaison contacts the appropriate HR director to determine if the staff member needs to isolate. If staff member is in isolation, the HR director sends out appropriate COVID-19 notice and copies Melissa Johnson in Benefits. ○ Melissa Johnson will contact staff member to determine if absences qualify for coverage under FFCRA. ● It is important to protect the privacy of individuals through the entire process.
<p>Quarantine when:</p> <p>Quarantine is for those who have potentially been exposed to COVID-19.</p>	<ul style="list-style-type: none"> ● A person should quarantine when a household member or other close contact of the staff member has been diagnosed with COVID-19 or is experiencing COVID-19 symptoms. ● If a person in quarantine develops symptoms of COVID-19 they begin the isolation protocol (above).

<p>Quarantine keeps someone potentially exposed to those with the virus away from others.</p>	<ul style="list-style-type: none"> • The staff member must notify PSD’s contact tracing liaison (Darcie Votipka) at (970) 732-7198 immediately if they have been diagnosed with COVID-19 and/or beginning isolation. <ul style="list-style-type: none"> ○ PSD’s contact tracing liaison contacts the Larimer County Department of Health and Environment (LCDHE). LCDHE will help PSD determine a course of action for the site(s) impacted. ○ PSD’s contact tracing liaison contacts the appropriate HR director. If staff member is in quarantine, the HR director sends out appropriate COVID-19 notice and copies Melissa Johnson in Benefits. ○ Melissa Johnson will contact staff member to determine if absences qualify for coverage under FFCRA. • It is important to protect the privacy of individuals through the entire process.
<p>Quarantine until:</p> <p>Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.</p>	<ul style="list-style-type: none"> • Staff member needs to quarantine for 14 days after their last contact with a person who had COVID-19 <ul style="list-style-type: none"> ○ Watch for fever (100.4), cough, shortness of breath, or other symptoms of COVID-19 ○ If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

Sources: Larimer County Department of Health and Environment (LCDHE), Colorado Department of Public Health and Environment (CDPHE), Colorado Department of Education (CDE), Centers for Disease Control and Prevention (CDC).
Updated Sept. 15, 2020



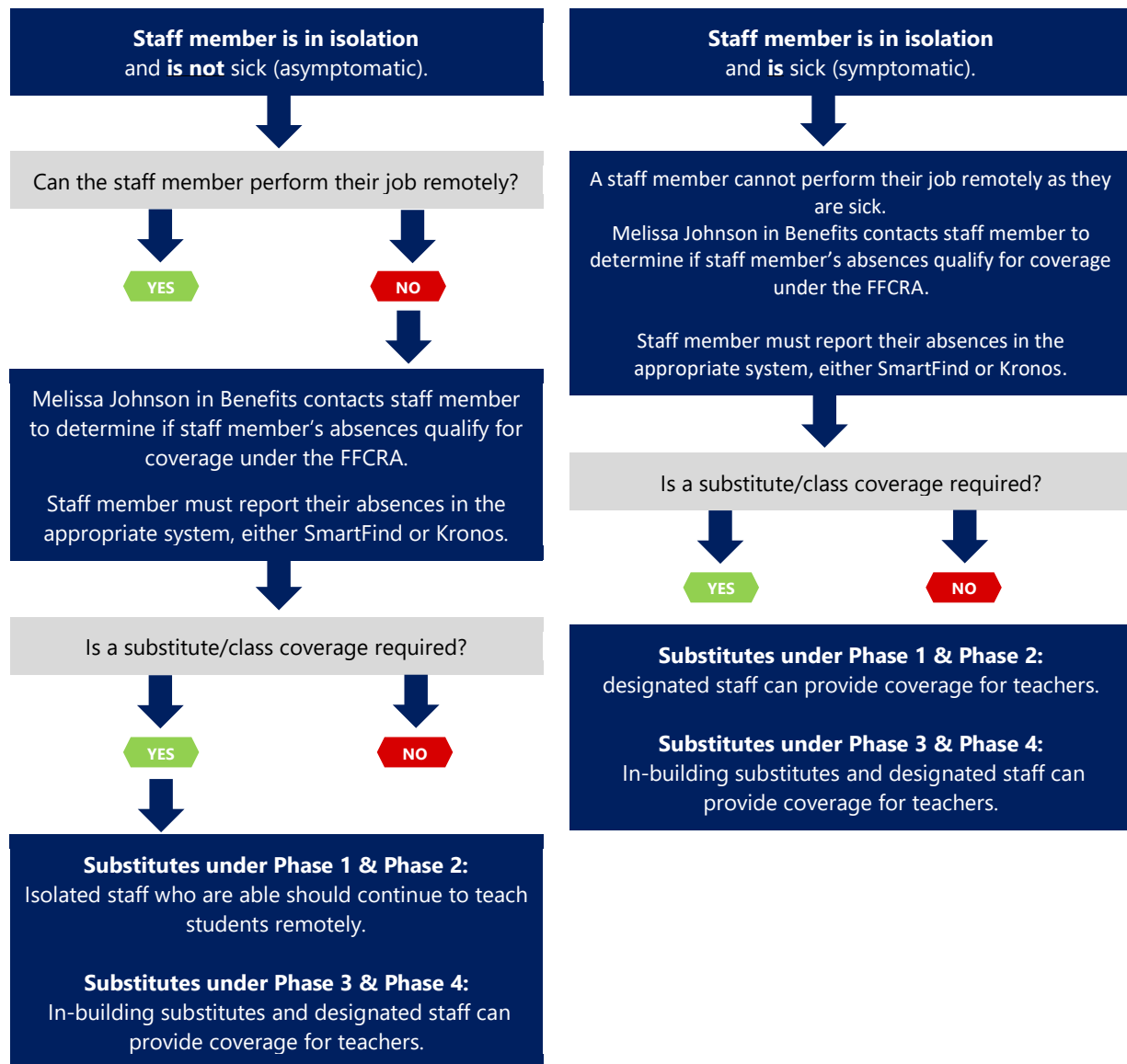
Protocols for Staff COVID Workflow Isolation

Under Isolation? **CALL YOUR SUPERVISOR and DO NOT REPORT TO WORK**

Supervisors will walk through the following workflow with the staff member.

Staff member needs to call PSD's contact tracing liaison (Darcie Votipka) at (970) 732-7198 to answer some specific questions.

Contact tracing liaison will contact the appropriate HR director; HR director sends out COVID-19 notice and copies Melissa Johnson in Benefits.





Protocols for Staff COVID Workflow

Under Quarantine? **CALL YOUR SUPERVISOR and DO NOT REPORT TO WORK**

Supervisors will walk through the following workflow with the staff member.

Staff member needs to call PSD's contact tracing liaison (Darcie Votipka) at (970) 732-7198 to answer some specific questions.

Contact tracing liaison will contact the appropriate HR director; HR director sends out COVID-19 notice and copies Melissa Johnson in Benefits.

