

Overview

The process below applies to employees with an **Employee Confirmed Case** of COVID-19. The district has also developed protocols for: *Symptomatic Employee, Confirmed Cases of a Direct, Household Member and Close Contact or Exposure to a Close Contact of a Confirmed Case*. Employees should refer to the specific process that aligns to their situation. All processes that involve COVID-19 cases may necessitate case communication with the Department of Health- Pinellas, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, visitor) shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) 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

Confirmed Case Protocol

1. Employee should contact their supervisor immediately if they receive a positive COVID-19 test result.
2. If the employee is at work, they should go home immediately. If they are home, they should remain home.
3. Supervisor will determine if telework¹ is an option. If telework is not possible, options will be discussed.
4. Supervisor will report the case within the COVID Dashboard.
5. Employee and supervisor will be contacted by the COVID Team about the case, including potential close contacts².
6. COVID Team will contact the Department of Health-Pinellas within 24 hours of receipt.
 - Department of Health-Pinellas will contact the employee with additional guidance and contact tracing.
7. Department of Health- Pinellas will lead the investigation and provide the COVID Team with appropriate communications and notification letters for distribution to the department, staff and/or students that they are identified as a close contact of a confirmed case.
8. Per the Department of Health-Pinellas, the employee will be required to isolate for the length noted below:
 - At least 10 days have passed since symptoms first appeared or since your positive test date;
 - At least 24 hours have passed *since last* fever without the use of fever-reducing medications; **and**
 - Symptoms have improved.
9. If classroom teacher and/or instructional staff with direct contact with students, per Department of Health- Pinellas recommendations:
 - Affected class(es) will be quarantined for 14 days
10. Affected classroom(s) and/or workspaces will be disinfected per PCS protocols.
11. Follow-up by the Department of Health-Pinellas and the district COVID team will occur, as appropriate, for all identified close contacts.
12. Employee **must** meet the following criteria prior to returning to work:
 - Written medical clearance from a healthcare provider.
 - Documentation for medical clearance can be emailed, scanned, or faxed to the COVID Team. Written medical clearance can be obtained from your primary healthcare provider, urgent care, or through a telehealth appointment (i.e. Teledoc).
13. Employee completes the Certificate of Absence (COA):
 - Once the COA is signed by the supervisor, it must be emailed to Covid19@pcsb.org.
 - Payroll code of 'CF' should be used for FFCRA Emergency Paid Sick Leave³.
14. Employee returns to work.

COVID Team Contact Information
(for PCS Employees only)
Main Number: (727) 588-5143
Fax Number: (727) 588-6007
Email: Covid19@pcsb.org

¹ If an employee is unable to telework, they qualify for up to 80 hours of Emergency Paid Sick Leave under the Family First Coronavirus Response Act (FFCRA). Per the FFCRA, Emergency Paid Sick Leave is available one-time through December 31, 2020.

² Close contact is defined by the Department of Health-Pinellas as within six (6) feet for longer than fifteen (15) minutes

³ If an employee is unable to telework, they qualify for up to 80 hours of Emergency Paid Sick Leave under the Family First Coronavirus Response Act (FFCRA). Per the FFCRA, Emergency Paid Sick Leave is available one-time through December 31, 2020. For further information regarding Leaves of Absences, employees should refer to their Collecting Bargaining Agreement.

Overview

The process below applies to **Symptomatic Employees** (e.g. employees who are experiencing symptoms of COVID-19). The district has also developed protocols for: *Confirmed Cases*, *Confirmed Cases of a Direct, Household Member and Close Contact or Exposure to a Close Contact of a Confirmed Case*. Employees should refer to the specific process that aligns to their situation. All processes that involve COVID-19 cases may necessitate case communication with the Department of Health- Pinellas, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, visitor) shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) 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

Symptomatic Employee Process

1. Employee should contact their supervisor immediately if they are experiencing any COVID-19 related symptoms.
2. If employee is at work, they should go home immediately. If they are home, they should remain home.
3. Supervisor will determine if telework¹ is an option. If telework is not possible, options will be discussed.
4. Supervisor will report the case within the COVID Dashboard.
5. Employee and supervisor will be contacted by the COVID Team about the case, including potential close contacts².
6. The COVID Team will advise the employee to follow up with a healthcare provider. The healthcare provider may (or may not) recommend the employee be tested for COVID-19. The employee should ask the healthcare provider to explain the process and testing site locations.
 - If the employee is tested, they should report the results of the test to the COVID Team immediately, upon receipt.
 - If test results are positive, the employee must follow the process for a **Confirmed Case**.
7. Employee may be required to quarantine per the Department of Health-Pinellas based on symptoms and the recommendations of your healthcare provider.
8. Affected classroom(s) and/or workspaces will be disinfected per PCS protocols.
9. Employee **must** meet the following criteria prior to returning to work:
 - Written medical clearance from a healthcare provider **OR** a negative test result for COVID -19 **AND**
 - COVID-19 Symptoms have resolved **AND** fever free for 24 hours without the use of fever-reducing medications.
 - Documentation for medical clearance or negative results can be emailed, scanned, or faxed to the COVID Team. Written medical clearance can be obtained from your primary healthcare provider, urgent care, or through a telehealth appointment (i.e. Teledoc).
10. Employee completes the Certificate of Absence (COA):
 - Once the COA is signed by the supervisor, it must be emailed to Covid19@pcsb.org.
 - Payroll code of 'CF' should be used for FFCRA Emergency Paid Sick Leave³.
11. Employee returns to work.

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² Close contact is defined by the Department of Health- Pinellas as within six (6) feet for longer than fifteen (15) minutes

³ If an employee is unable to telework, they qualify for up to 80 hours of Emergency Paid Sick Leave under the Family First Coronavirus Response Act (FFCRA). Per the FFCRA, Emergency Paid Sick Leave is available one-time through December 31, 2020. For further information regarding Leaves of Absences, employees should refer to their Collecting Bargaining Agreement.

Overview

The process below applies to employees with a **Confirmed Case of a Direct, Household Member** of COVID-19. The district has also developed protocols for: *Symptomatic Employee, Confirmed Cases and Close Contact or Exposure to a Close Contact of a Confirmed Case*. Employees should refer to the specific process that aligns to their situation. All processes that involve COVID-19 cases may necessitate case communication with the Department of Health- Pinellas, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, visitor) shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) 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

Confirmed Case of a Direct, Household Member Protocol

1. Employee should contact their supervisor immediately if a household member receives a positive COVID-19 test result.
2. If employee is at work, they should go home immediately. If they are home, they should remain home.
3. Supervisor will determine if telework¹ is an option. If telework is not possible, options will be discussed.
4. Supervisor will report the case within the COVID Dashboard.
5. Employee and supervisor will be contacted by the COVID Team about the case, including potential close contacts².
6. The COVID Team will advise the employee to follow up with a healthcare provider. The healthcare provider may (or may not) recommend the employee be tested for COVID-19. The employee should ask the healthcare provider to explain the process and testing site locations.
 - If the employee is tested, they should report the results of the test to the COVID Team immediately upon receipt.
 - If test results are positive, the employee must follow the process for a **Confirmed Case**.
7. Employee will be required to quarantine for 14 days, per the Department of Health-Pinellas.
8. Affected classroom(s) and/or workspaces will be disinfected per PCS protocols.
9. Employee **must** provide written medical clearance from a healthcare provider to your supervisor **and** the COVID Team prior to returning to work.
 - Written medical clearance can be obtained from your primary healthcare provider, urgent care, or through a telehealth appointment (i.e. Teledoc).
 - Documentation for medical clearance can be e-mailed, scanned, or faxed to the COVID Team.
10. Employee completes the Certificate of Absence (COA):
 - Once the COA is signed by the supervisor, it must be emailed to Covid19@pcsb.org.
 - Payroll code of 'CF' should be used for FFCRA Emergency Paid Sick Leave³.
11. Employee returns to work.

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² Close contact is defined by the Department of Health-Pinellas as within six (6) feet for longer than fifteen (15) minutes

³ If an employee is unable to telework, they qualify for up to 80 hours of Emergency Paid Sick Leave under the Family First Coronavirus Response Act (FFCRA). Per the FFCRA, Emergency Paid Sick Leave is available one-time through December 31, 2020. For further information regarding Leaves of Absences, employees should refer to their Collecting Bargaining Agreement.

Overview

The process below applies to employees with **Close Contact or Exposure to a Close Contact of a Confirmed Case** of COVID-19. The district has also developed protocols for: *Symptomatic Employee, Confirmed Cases and Confirmed Case of a Direct Household Member*. Employees should refer to the specific process that aligns to their situation. All processes that involve COVID-19 cases may necessitate case communication with the Department of Health- Pinellas, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all employee information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, visitor) shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) 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

Close Contact or Exposure to a Close Contact of a Confirmed Case Protocol

1. Employee should contact their supervisor if there is known exposure to a close contact¹ with a confirmed case.
2. Supervisor will report the case within the COVID Dashboard.
3. Employee and supervisor will be contacted by the COVID Team about the case, including potential close contacts.
4. The employee will be advised to:
 - Monitor themselves closely for any symptoms.
 - Follow up with health care provider with any concerns.
5. Employee remains at work following PCS social distancing guidelines and use of mask/face coverings **unless directed by the Department of Health-Pinellas to quarantine.**

COVID Team Contact Information

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Email: Covid19@pcsb.org

¹ Close contact is defined by the Department of Health-Pinellas as within six (6) feet for longer than fifteen (15) minutes