

EMPLOYEE WELLNESS AND SAFETY PROTOCOL DURING THE COVID-19 PANDEMIC

Washington County Public Schools (WCPS) carefully monitors the most up-to-date information from the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and local, state, and federal government.

WCPS strives to be proactive in addressing concerns and questions regarding employee wellness and safety during the COVID-19 pandemic. WCPS continually assesses buildings, work environments, and specific job duties to ensure safe work practices and personal protective equipment (PPE) is available.

Employees are to self-screen their health daily for symptoms which may include but are not limited to:

- a. Temp 100.4 F or greater
- b. Cough
- c. Difficulty Breathing and/or Shortness of Breath
- d. Diarrhea/Vomiting
- e. New Loss of Taste and/or Smell
- f. Sore Throat
- g. New Onset of Severe Headache

Fever Guidelines: During this COVID-19 pandemic, if an employee has a fever at home/at school, the employee is to remain home until fever-free for 24 hours without fever-reducing medication (after isolation/quarantine requirements are met).

FEELING SICK?

1. Employees should stay home if they have any one of the symptoms listed above, a-g. For persons with chronic conditions such as asthma, the symptoms should represent a change from baseline.
2. Employees should:
 - a. self-isolate and seek medical attention;
 - b. contact their principal or supervisor; and
 - c. supervisors should direct employees to contact the COVID Response Team at responseCOVID19@wcps.k12.md.us.
3. Employees who become sick throughout the workday should immediately report their condition to their supervisor and contact the COVID Response Team at responseCOVID19@wcps.k12.md.us. Then, the employee should leave work, seek a professional medical assessment of their symptoms, and/or obtain a COVID-19 test (rapid/antigen testing is acceptable).

HOUSEHOLD MEMBER IS SICK OR HAS TESTED POSITIVE FOR COVID-19, OR YOU THINK YOU HAVE BEEN EXPOSED OR HAVE SYMPTOMS?

Fully Vaccinated Staff:

Two (2) weeks past 2nd dose (Pfizer or Moderna) or two (2) weeks past 1 dose Johnson & Johnson vaccine:

1. Contact COVID Response Team only if you have symptoms at responseCOVID19@wcps.k12.md.us.
2. If you have symptoms, please stay home, keep unvaccinated household members home, and contact the COVID Response Team at responseCOVID19@wcps.k12.md.us.

Not Fully Vaccinated Staff/Not Vaccinated:

Contact the COVID Response Team for guidance at responseCOVID19@wcps.k12.md.us, and keep unvaccinated household members home.

IF YOU RECEIVE A POSITIVE RESULT:

1. If an employee tests positive for COVID-19, the employee remains isolated at home until released by a medical professional or the WCPS COVID Response Team to return to work.
2. WCPS cannot disclose the identities of employees who test positive or are suspected of being positive for COVID-19 because of privacy laws. However, WCPS will conduct contact tracing to limit the risk of exposure to others. WCPS will collaborate with health officials to facilitate contact tracing and notification related to COVID-19 cases or possible exposures. In addition, WCPS, if needed, will gather the names and contact information of those employees that may have been exposed.

IF YOU ARE IDENTIFIED AS A CLOSE CONTACT:

1. Employees identified as potentially having exposure may be asked to:
 - a. leave work;
 - b. self-quarantine/self-monitor; and
 - c. seek a professional medical assessment.
2. A quarantine period of up to 14 days may be required to return to work.

All medical notes from medical professionals should be sent to responseCOVID19@wcps.k12.md.us.

TRAVELING?

1. Domestic travel, including Puerto Rico: no testing or quarantine is required regardless of vaccination status.
2. International travel:
 - a. Fully Vaccinated Staff: No testing or quarantine is required. Check specific airline and country travel guidelines.
 - b. Not Fully Vaccinated/Not Vaccinated Staff: Testing and quarantine per CDC guidelines. Follow these guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html> and contact the COVID Response Team at responseCOVID19@wcps.k12.md.us.

WCPS will follow [cleaning and disinfecting procedures](#) established by the Maintenance and Operations Department following local health officials and CDC guidelines.

Additional information can be obtained by contacting the WCPS COVID-19 Response Team at responseCOVID19@wcps.k12.md.us or visiting the COVID-19 Response website at <https://sites.google.com/wcps.k12.md.us/covid-19/PORTAL>

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