

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 the 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
- 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 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 must isolate and cannot attend school for a minimum of five (5) days from the test date or the onset of symptoms, whichever date is first. Individuals should stay home until symptoms improve, and they must be fever-free without the use of medication for 24 hours. Upon returning to school, these individuals must wear a mask in all settings, including physical education, performing arts, and athletics for five (5) additional days.

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.

3. If positive contact COVID Response Team and keep unvaccinated household member home.

IF YOU ARE IDENTIFIED AS A CLOSE CONTACT:

1. Staff identified as potentially having exposure:

- a. Individuals who are in close contact with a COVID-positive person in school *while wearing a mask* and are not experiencing symptoms of the virus *do not need to quarantine*, regardless of vaccination status.
- b. Individuals who are in close contact with a COVID-positive person *while not wearing a mask* and are not experiencing symptoms of the virus must quarantine for five days unless they are vaccinated or have had COVID-19 in the past 90 days.
- c. Individuals who are in close contact with a COVID-positive person and are experiencing symptoms of the virus must quarantine for five days, regardless of vaccination or masking status. These individuals should also seek COVID-19 testing.
- d. Individuals returning from quarantine must wear a mask in all settings, including physical education, performing arts, and athletics for five (5) additional days.
- e. Individual situations may warrant a longer quarantine period. The COVID-19 Response Team will address those circumstances with families.

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

TRAVELING?

1. Domestic travel, including Puerto Rico:

a. **Fully Vaccinated Employee:** No testing or quarantine is required. Self-monitor for symptoms for 10 days and wear a mask as well as take other precautions during travel.

b. **Not Vaccinated Employee :** Recommend testing 1-3 days before travel. Self-monitor for symptoms for 10 days and wear a mask as well as take other precautions during travel. Recommend testing 3-5 days after travel and self-quarantine for 10 days if you do not get tested.

c. Results for WCPS students should be sent to responsecovid19@wcps.k12.md.us for our information.

2. International travel: **Regardless of vaccination status, you are required to get tested 1 day before travel.**

a. **Fully Vaccinated Employee:** It is recommended to test 3-5 days after travel. Self monitor for symptoms for 10 days, as well as, wear a mask and take other precautions during your international travel. Check specific airline and country travel guidelines.

b. Not Fully Vaccinated/Not Vaccinated Employee: It is recommended to stay home and self-quarantine after travel for 7 days after travel, even if tested negative at 3 to 5 days. Without testing, stay home for 10 days after travel. Self monitor for symptoms for 10 days, as well as, wear a mask and take other precautions during your international travel.

c. Results for WCPS employees should be sent to responsecovid19@wcps.k12.md.us for our information.

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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