

MSDMV General Staff Information for COVID-19

Updated 10/19/2020

Information subject to change

Daily Screening

- Employees are expected to take temperatures daily before reporting to work. If no thermometer is available at home, screen upon arrival at work location.
- If the employee's temperature is 100.3 or higher, the employee stays home until temperature-free without medication for 72 hours unless seen by a doctor and a doctor's note is provided.
- Employees already at work with a temperature of 100.3 or higher will be sent home and must be temperature free without medication for 72 hours before returning to work unless the employee provides a doctor's note.
- Employees will also self-screen for other COVID-19 symptoms daily, including the following possible symptoms based on CDC guidance:
 - 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
- Employees with one or more of these symptoms (that are not otherwise explained) must stay home or will be sent home and must be symptom-free without medication for 72 hours before returning to work unless the employee provides a doctor's note.

Available Leave Days

- Employees who are unable to work due to symptoms or quarantine from COVID-19 may use any of their available leave days for those absences, including the following:
 - Emergency Paid Sick Leave Act (up to 10 days through 12/31/2020) if the leave qualifies (see [Employee Rights](#) poster)
 - Personal Illness
 - Sick Leave Bank
 - Personal Business
 - Vacation

Personal Protective Equipment (PPE) and Sanitation

- Face covering or a face shield will be required for all faculty, staff, contractors, volunteers, and visitors as outlined in Gov. Holcomb's [Executive Order 20-37](#).
- Standard disposable masks will be provided to employees and visitors if needed. N95 masks will be provided to high-risk individuals when requested.
- Hand sanitizer will be available to all employees and visitors.
- Appropriate social distancing (6 ft.) will be observed when possible in all settings.
- Clear barriers will be placed in reception areas and may be placed in other areas as needed to protect employees.
- Custodians will clean and disinfect shared and frequently-used surfaces nightly.

Preparedness

- Take your laptop or mobile device home nightly in case you need to quarantine or self-isolate so you can work from home.
- Test and verify your internet connection at home along with connectivity to your desktop applications to ensure that you can access your work from home when needed. If you need internet access at home, contact your supervisor to request a mobile hotspot.
- Maintain mobility on your desk phone so that it can be forwarded to your mobile phone when needed.
- Communicate your work processes so that others will be able to assist if you are not able to come to work.

Close Contact (added 10/19/20)

- According to the CDC, a close contact is a person who spends more than 15 minutes (cumulative time) within six feet of a positive COVID-19 person from the 48 hours prior to the positive person's symptom onset (or 48 hours prior to the positive test collection date if the positive person is asymptomatic).
- Close contacts are required to quarantine at home for 14 days after the date of their last exposure to the positive person.
- There is no requirement to test for COVID-19 before returning to work as long as you quarantine for 14 days. Continue to screen daily as shown above.
- While mask use and plexiglass barriers decrease the risk of infection, at this time it does not change recommendations for quarantine. The Close Contact rule and quarantine will apply anytime the "six-foot rule" is not followed for more than 15 minutes cumulative.
- All employees are expected to maintain 6-foot distance AND wear a mask or face shield at all times when in proximity to other employees and/or students, if at all possible.
- Your failure to maintain 6-foot distance can result in multiple close contacts among students and staff, which produces needless quarantines and possible additional infection if the virus is present. All employees are expected to maintain 6-foot distance if at all possible.

Quarantine (added 10/19/20)

- Close contacts are required to quarantine at home for 14 days after the date of their last exposure to the positive person.
- If a student or staff member is told to quarantine by a school official, that official is imposing the quarantine on behalf of the local health department and students/staff must heed the requirements of the quarantine
- During your 14-day quarantine period you are to:
 - Stay at home and keep your distance from others in the home
 - Do NOT go to school
 - Do NOT go to practice/lessons
 - Do NOT go to friends
 - Do NOT go to sporting events
 - Do NOT go shopping or to movies
 - Do NOT go to restaurants
 - Do not have visitors
 - Do NOT have friends in your home
 - Do NOT have friends in the vehicle with you
- The Health Department takes quarantine very seriously and may take action including but not limited to fines and penalties against anyone who chooses not to follow quarantine procedures when deemed necessary.

Positive Test Result (added 10/19/20)

- A positive student or staff member with symptoms must isolate at home for 10 days from the date the positive test was collected and be fever-free for 72 hours without the use of fever-reducing medication and have a reduction in symptoms.
- A positive student/staff member without symptoms must isolate at home for 10 days after the date the positive test was collected.
- Rules for isolation are the same as for quarantine. See quarantine rules above.
- There is no requirement to retest before returning to work as long as you meet the criteria above.