

Return to Work/School Plan: Health and Safety Protocols

The Saydel Community School District is working to ensure safety for staff and students in regard to return to work/learning. This plan is based on public health information that is available at the time of its creation. Adjustments will be made based upon newly available guidance and data from national, state, and local health officials. We have used guidance from the Centers for Disease Control and Prevention, the Iowa Department of Public Health, the Iowa Department of Education, and Polk County Public Health. Staff capacity to carry out work is a priority of the district. Social distancing is encouraged. Extra cleaning and disinfection protocols have been implemented, as well as personal protective equipment (PPE) as needed. The use of face masks/face coverings will be required. With employees returning to work, there will be individual questions about safety in performing their duties. These questions should be directed to their supervisor or Dr. Kristi Powers, Director of Human Resources.

Evaluating Sick Staff and Students:

Staff and students should remain home when sick. Staff or students with **any** high risk symptom or **two or more** low risk symptoms should stay home and are advised to seek an evaluation by a healthcare provider.

High Risk Symptoms: New cough, shortness of breath or difficulty breathing, new loss of taste or smell

Low Risk Symptoms: Fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea

Employees should be excluded from school/work if they test positive for COVID-19, exhibit one or more high risk symptom or two or more low risk symptoms of COVID-19, and should stay home for 14 days after their last contact with a person who has COVID-19 (less than 6 feet and greater than 15 consecutive minutes).

As indicated above, with one high risk symptom or two or more low risk symptoms, the employee or student is directed to seek medical evaluation.

- If the employee or student gets a COVID-19 test and it comes back negative, the employee may return to work if they are symptom free and fever free for 24 hours without the use of fever reducing medicine.
- If the employee or student receives an alternative diagnosis from their healthcare provider, they may return to school if they are symptom free and fever free for 24 hours without the use of fever reducing medicine.

See Iowa Department of Public Health [Guidance](#) on p. 3 and [Evaluating Sick Students and Staff Guidance](#).

Terminology:

- Quarantine - keeps someone who might have been exposed away from others
- Isolation - separates people who are infected with the virus away from people who are not infected

Return to School After Exclusion

Once an employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently, those guidelines include:

Untested

Persons who have not received COVID-19 testing but experience at least one **high risk** symptom and two or more **low risk** symptoms may return if the following 3 conditions are met:

- They have not had a fever for at least 24 hours (without the use of medication to reduce fevers)
- Symptoms have improved
- At least 10 calendar days have passed since your symptoms first appeared

Test Positive - Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever for 24 hours (without the use of medicine that reduces fevers)
- Other symptoms have improved
- At least 10 calendar days have passed since your symptoms first appeared; or the individual has received 2 negative tests at least 24 hours apart

Test Positive - Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days since the test and are without symptoms. The individual can be around others if they have received 2 negative tests at least 24 hours apart.

Current CDC guidance based on community exposure, for people exposed to someone with known COVID-19:

- Stay home until 14 days after last exposure (less than 6 feet for longer than 15 consecutive minutes) and maintain social distance (at least 6 feet) from others at all times, even if you've had a negative COVID test during the 14 days
- Self-monitor for symptoms
- Check temperature twice a day
- Call 2-1-1 or visit <https://www.testiowa.com/en> to determine if you should be tested

Screening

- **Self Screening:** Employees are expected to self-screen before coming to school. Employees exhibiting symptoms of COVID-19 without being otherwise explained are prohibited from coming to school. If they do come to school, they should be sent home immediately.
- **School-Based Screening:** The district may take the temperature of students, employees, or visitors on school property in situations where there is reason to believe the person may be ill.

Medical Inquiries

- If an employee calls in sick or appears ill, the district/school can ask if the employee is experiencing any COVID-19 symptoms.
- If an employee is obviously ill, the district/school may make additional inquiries and send the person home.

Safety Guidelines, Wearing Masks and Other PPE - Employees

- Safety guidelines provided by the [CDC](#) to help prevent spreading the virus will be followed.
- Employees are encouraged to social distance and frequently wash their hands. Face coverings are mandatory.
- Additional PPE will be provided as needed.

Nurse Space for COVID-19 Symptomatic/ Nurse Space for Non-COVID-19 related

- To be determined by building

Confirmed Case of COVID-19 at School

When there is confirmation that a person infected with COVID-19 was on school property, the district/school will contact the local health department immediately. The district/school will work with the local health department to assess the likelihood of exposure to employees and students in the building, to determine next steps, and to determine if closure is determined necessary. The custodial staff will be informed immediately so that impacted areas can be thoroughly disinfected.

Preventative Measures

In order to prevent the spread of disease, sick employees should stay home. Some employees may be infected with COVID-19 but show no signs of illness. Daily mitigation strategies are required including social distancing, frequent handwashing, and appropriate PPE. The use of face masks is strongly recommended.

Staff Considerations

- Minimize whole staff gatherings or meetings as warranted by current COVID-19 conditions
- Limit usage of staff/teacher's lounge
- Rearrange workstations to encourage social distancing

- AEA Training Module, *R2L: Health & Safety for Teachers and Staff*, added for 2020-21

Return to Work Considerations

- If an employee does not want to return to work due to an underlying health issue pertaining to higher risk with COVID-19, the employee will be required to provide a doctor's note making a recommendation regarding their ability to return to work. This note should be shared with their direct supervisor and Dr. Kristi Powers, Director of Human Resources.
 - If the doctor recommends self-quarantine for the employee, the employee may qualify for leave per [FFCRA](#) and may be eligible for FMLA.
 - If the doctor does not recommend self-quarantine and the employee has fear of exposure, the employee may use personal days and/or vacation days during their absence. Remaining leave would be determined by the employee handbook, board policy, and upon guidance of Superintendent and HR Director.
- Employees must immediately report possible exposure of the virus to their supervisor. Employees who report a possible exposure should complete the survey at <https://www.testiowa.com/en> to see if they need to be tested and follow the instructions provided. You may also call 2-1-1 for further directions and guidance. Employees may be asked to report their test results to their supervisor.
- If an employee has been sick, they may be required to provide a doctor's note that will make a recommendation regarding their ability to return to work.

[Reporting Protocol Document](#)

(Updated 8/20/2020)