



COVID-19 Employee Case Protocols

Updated August 11, 2020

TOPICS

- COVID Team Members
- Self-Screening and Symptoms Overview
- DOH-Pinellas Employee Case Protocols
 - Confirmed
 - Symptomatic
 - Direct, Household Member Confirmed Case
 - Close Contact or Exposure to Close Contact
- Supervisor Responsibilities: Entry into PCS COVID Database

PINELLAS COUNTY SCHOOLS COVID TEAM

Available to all Pinellas County Schools Employees.

Main Number: (727) 588-5143

Fax Number: (727) 588-6007

Email: Covid19@pcsb.org

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Department of Health-Pinellas *Collaboration and Communication*

- Department of Health-Pinellas is the lead agency for investigation, contact tracing and guidance for isolation and/or quarantine.
- COVID Team will follow Department of Health guidelines and review cases based on the guidelines at the time case is reported.
- Every case contains nuances based upon surrounding circumstances and will be handled individually.
- The Department of Health- Pinellas and Pinellas County Schools will follow CDC guidance, which is subject to change

COVID-19 Symptoms

Importance of Self-Screening

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
- Unidentified rash (student only)
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

POSITIVE CASE PROTOCOLS



Every case will contain nuances based upon surrounding circumstances and will be handled individually. The Department of Health and Pinellas County Schools will follow CDC guidance, which is subject to change.

Employee/Parent
Responsibility

Principal/Supervisor
Responsibility

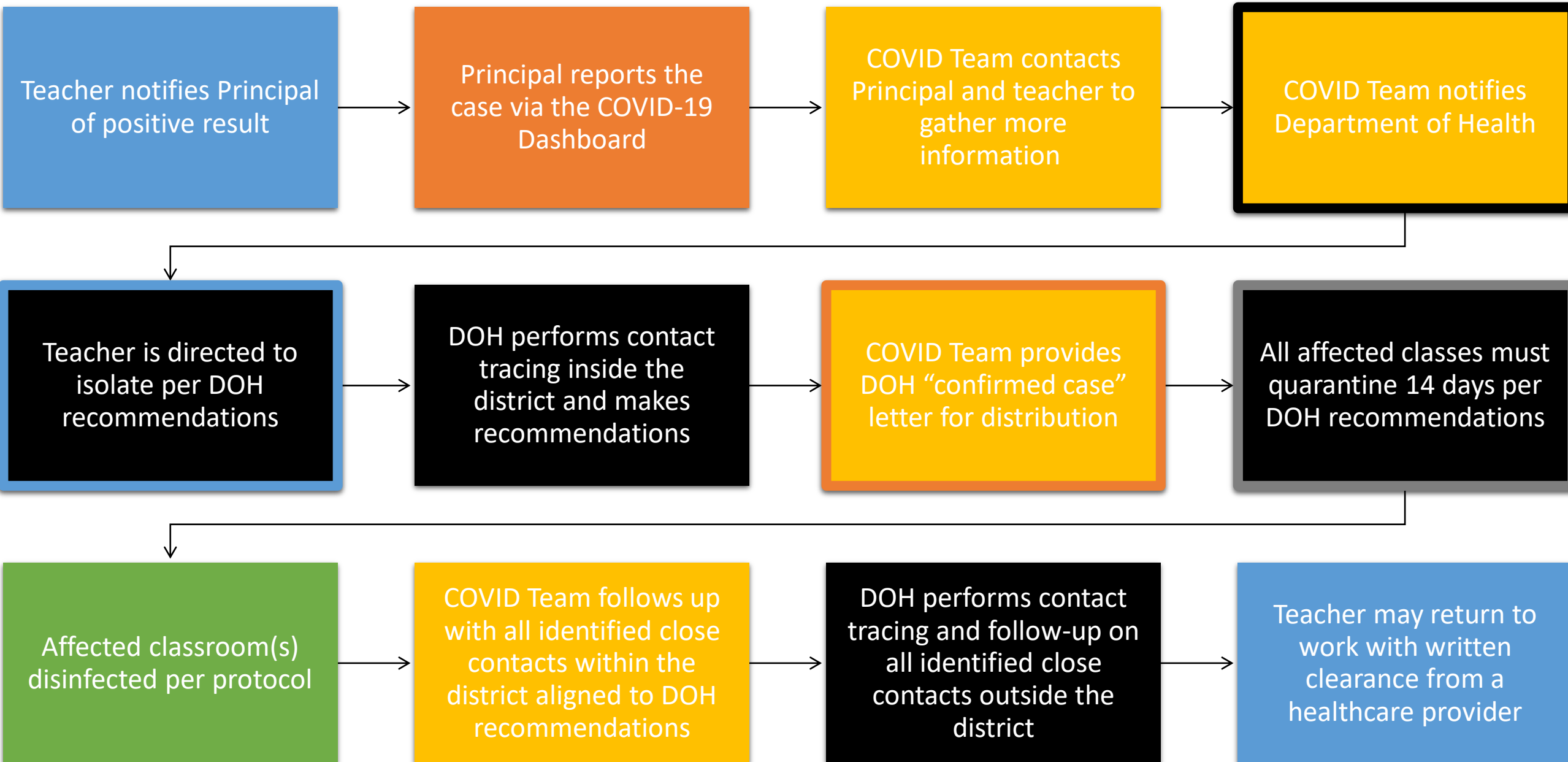
PCS COVID Team
Responsibility

Plant Operations
Responsibility

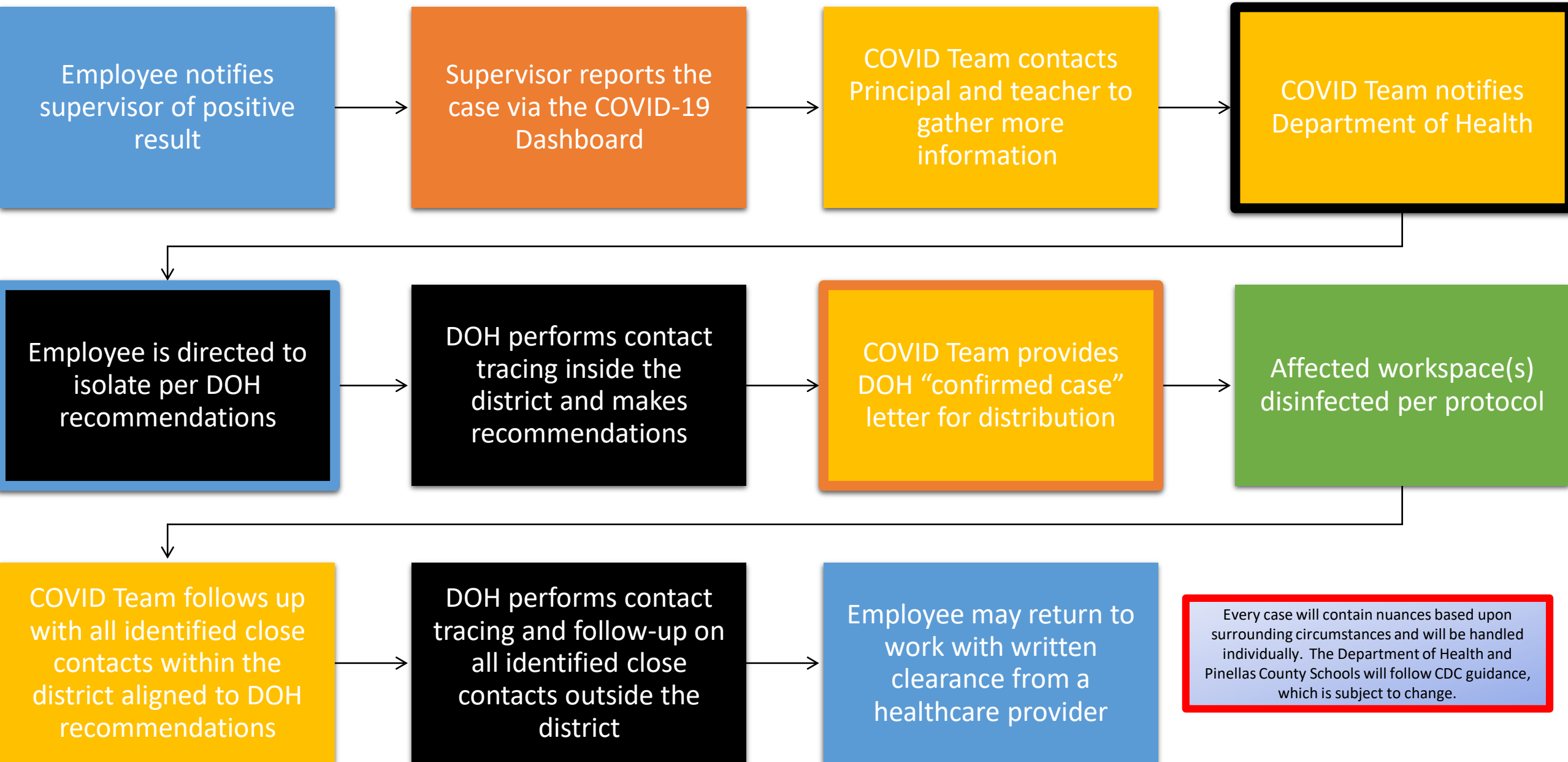
DOH-Pinellas
Responsibility

Student
Responsibility

Current DOH-Pinellas Positive Confirmed Case High-Level Protocol: Classroom Teacher



Current DOH-Pinellas Positive Confirmed Case High-Level Protocol: Other Employee/Staff Member





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:

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- 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.
 - o 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:
 - o At least 10 days have passed since symptoms first appeared or since your positive test date;
 - o At least 24 hours have passed since last fever without the use of fever-reducing medications; and
 - o Symptoms have improved.
9. If classroom teacher and/or instructional staff with direct contact with students, per Department of Health- Pinellas recommendations:
 - o 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:
 - o Written medical clearance from a healthcare provider.
 - o 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):
 - o Once the COA is signed by the supervisor, it must be emailed to Covid19@pcsb.org.
 - o Payroll code of 'CP' 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) 588-6037
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). For 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). For the FFCRA, Emergency Paid Sick Leave is available one-time through December 31, 2020. For further information regarding Leaves of Absence, employees should refer to their Collective Bargaining Agreement |

COVID-19 Employee Case Protocols

Document outlines the specific steps employees and supervisors must take for:

- Confirmed Employee Cases
- Symptomatic Employees
- Confirmed Case of a Direct, Household Member
- Close Contact or Exposure to a Close Contact with a Confirmed Case

Employee Leave

Families First Coronavirus Response Act

Emergency Paid Sick Leave

- Qualified Employees:
 - Symptomatic and **seeking a diagnosis**
 - Confirmed COVID-19 Case
 - Confirmed Case of a Direct Household Member
- If employee is unable to telework, you qualify for up to 80 hours of Emergency Paid Sick Leave under the Family First Coronavirus Response Act (FFCRA).
- This is available one-time through December 31, 2020

Expanded FMLA

- ***Paid expanded family and medical leave*** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

For further information regarding Leaves of Absences, employee should refer to their Collecting Bargaining Agreement.

Employee Overview:

Confirmed Employee Case

Employee Qualifies for
Emergency Paid Sick Leave

- Contact supervisor
- Go home or remain at home
- Supervisor reports case to COVID Dashboard
- COVID Team will contact the supervisor and employee with next steps
 - Employee required to isolate for 10 days
- COVID Team will report case to the Department of Health
 - Department of Health will contact employee
- Return to work criteria:
 - Written medical clearance from a healthcare provider

Employee Qualifies for
Emergency Paid Sick Leave

Employee Overview:

Confirmed Case of a Direct Household Member

- Contact supervisor
- Go home or remain at home
- Supervisor reports case to COVID Dashboard
- COVID Team will contact the employee and supervisor with next steps
 - Employee required to quarantine for 14 days
- Return to work criteria:
 - Written medical clearance from a healthcare provider

Employee Qualifies for
Emergency Paid Sick Leave

Employee Overview:

Symptomatic Employee

- Contact supervisor
- Go home or remain at home
- Supervisor reports case to COVID Dashboard
- COVID Team will contact the supervisor and employee with next steps
- Return to work criteria:
 - Written medical clearance from a healthcare provider **OR** 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

Employee Overview:

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

- Contact supervisor
- Remain at work
- Supervisor reports case to COVID Dashboard
- COVID Team will contact supervisor and employee with next steps
- Employee will be advised to:
 - Monitor for symptoms
 - Follow up with healthcare provider with concerns
 - Follow social distancing guidelines and use face coverings

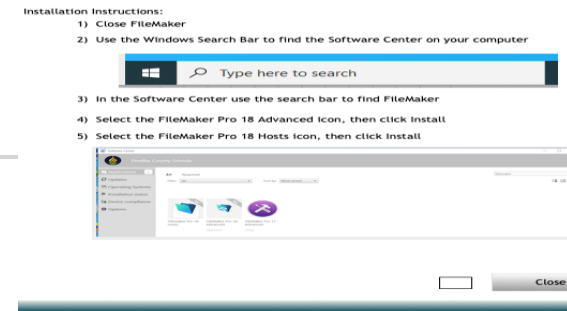
Supervisor Responsibilities

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 Dashboard Directions: FileMaker Installation

1. Close FileMaker
2. Use the Windows Search Bar to find the Software Center on computer
3. In Software Center Use the search bar to find FileMaker
4. Select FileMaker Pro 18 Advanced Icon, then click Install
5. Select the FileMaker Pro 18 Hosts Icon, then click Install





COVID Dashboard Directions: Supervisor Reporting an Employee Case

Instructions for Reporting an Employee Case

- **Step 1:** Gather case information including:
 - Last day employee was on campus
 - Anyone employee had close contact with on campus (Close contact is defined as within 6ft for longer than 15 minutes)
- **Step 2:** Fill out and submit the COVID Dashboard Form within the COVID Database
- **Step 3:** A member of the COVID Team will contact you with next steps for the specific case(s)

*If you click on an employee in the COVID Dashboard you **WILL** create a new case.



COVID Dashboard

Entry Screen

The screenshot shows the 'School/Department Case List' entry screen. At the top is a navigation bar with tabs: Employee Search Screen, Student Search Screen, School/Dept. Case List (active), HS Team Case List, HR Team Case List, Reports, Covid Team Information, and Permissions. Below the navigation bar is a dark blue header with the title 'School/Department Case List' and a dropdown menu set to 'St. Peter'. The main content area has a green header with a search bar containing 'HIGH', a status filter section with checkboxes for 'New', 'Open', 'Pending', 'Closed', and 'No Action Needed' (all unchecked except 'New'), and two buttons: 'Find Employee' and 'Find Student'. Below this is a table with columns: Case ID, Student/Employee, Case Type, Case Status, Case Pending, and Created by. A modal window titled 'Employee List' is open, showing a list of employees with columns for Name, Title, and a checkbox. The first two rows are 'FAMILY AND COMMUNITY LIAISON' and 'TCHR HIGH SCH'. Blue arrows point from the numbered instructions below to the 'New' checkbox, the 'Find Employee' button, and the checkbox in the 'Employee List' modal.

Case ID	Student/Employee	Case Type	Case Status	Case Pending	Created by

Employee List		
Name	Title	Checkbox
[Redacted]	FAMILY AND COMMUNITY LIAISON	<input type="checkbox"/>
[Redacted]	TCHR HIGH SCH	<input type="checkbox"/>

1. Make sure "New" is checked.

2. Click "Find Employee"

3. Create case

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Complete questions 1-6 as applicable.

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COVID Dashboard

Notify COVID Team

School/Department Case List		Contact Information		Notify HS & HR Covid Teams			
School/Department Covid Incidence Questionnaire							
	Case Type Employee	Created by [Redacted]	Created by: Email [Redacted]	Best Contact Phone #	Date Recorded 8/7/2020	Date Notified	Case Status Open
Last Name [Redacted]	First Name [Redacted]	Age [Redacted]	Birthdate [Redacted]	Race W	Gen. F	Employee ID [Redacted]	Email [Redacted]
Home Phone [Redacted]		Address [Redacted]					
Job Description A [Redacted]		Cost Center Name Human Resources		Location Name [Redacted]		Additional Contact Info	

Supervisor or secretary **must** click notify HS and HR COVID Team.

Case will automatically save once it is opened.

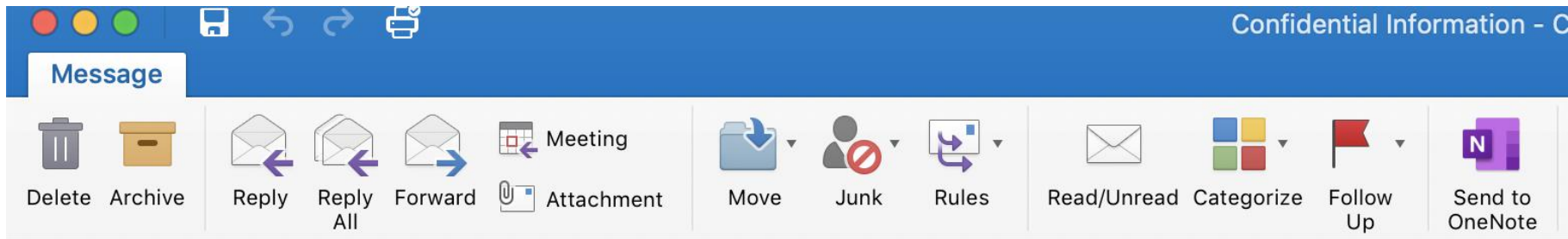
PINELLAS COUNTY SCHOOLS

2020-21 COVID CASE PROTOCOLS



COVID Dashboard


Email Confirmation of Case Entry

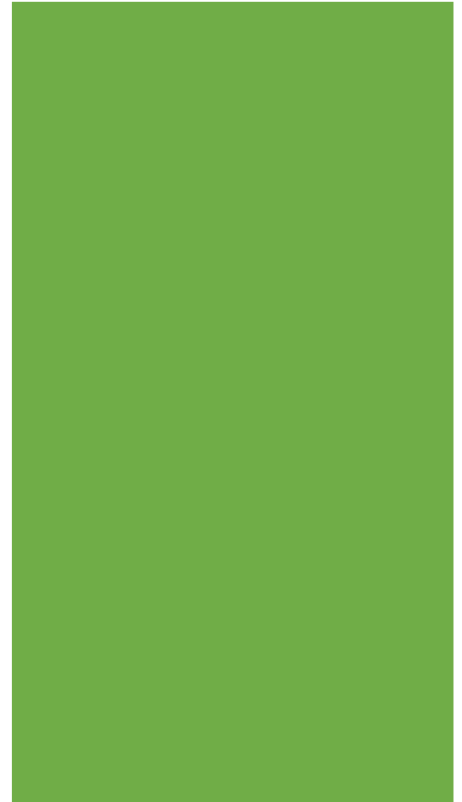


Confidential Information - C.T.



 Riley Alexandra;  Delaney Traceylee;  Dawe Mistine; **Cc:**  O Toole Sara 

This is to alert you that Covid Case  has been submitted for  at  Middle.



PINELLAS COUNTY SCHOOLS

   2020-21 COVID CASE PROTOCOLS

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COVID-19 Student Case Protocols

Updated August 11, 2020

PINELLAS COUNTY SCHOOLS

● ● ● 2020-21 COVID CASE PROTOCOLS

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 - Confirmed
 - Symptoms
- Supervisor Responsibilities: Entry into PCS COVID Database





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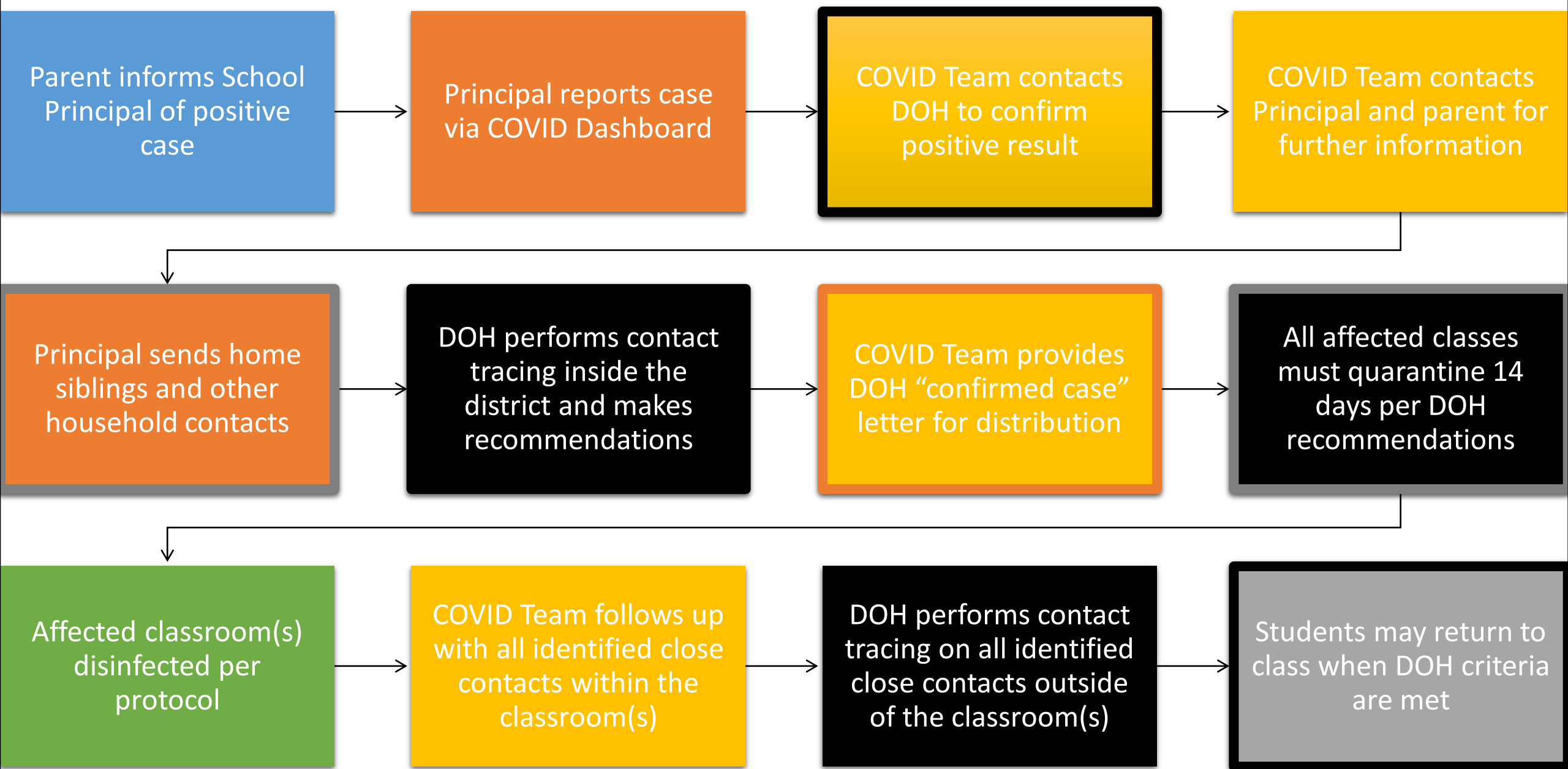
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Responsibility

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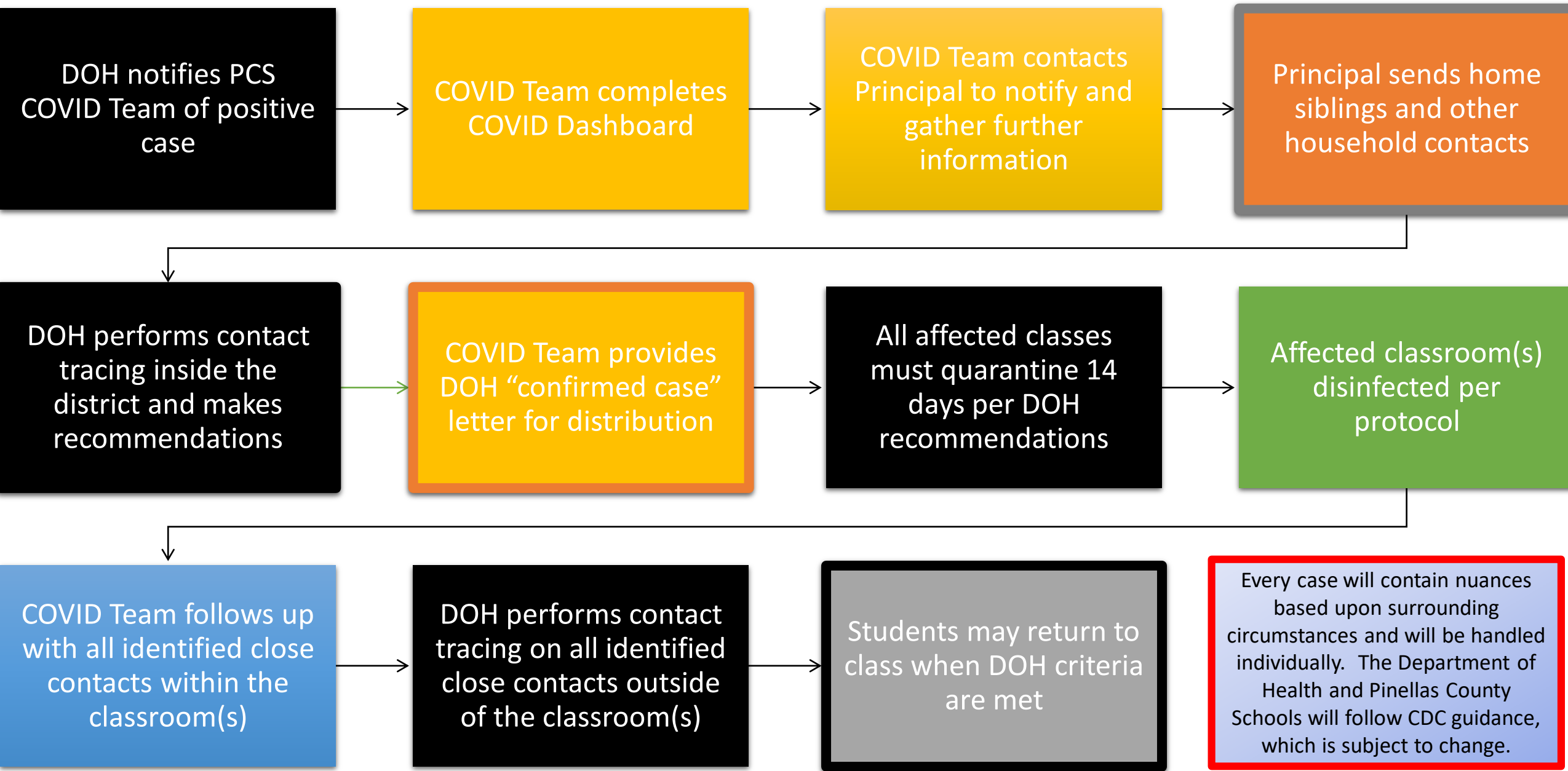
DOH-Pinellas
Responsibility

Student
Responsibility

Current DOH-Pinellas Positive Case Protocol: Parent Notification for Student



Current DOH-Pinellas Positive Case Protocol: DOH Notification for Student



DOH-Pinellas Recommendations for Students with Symptoms

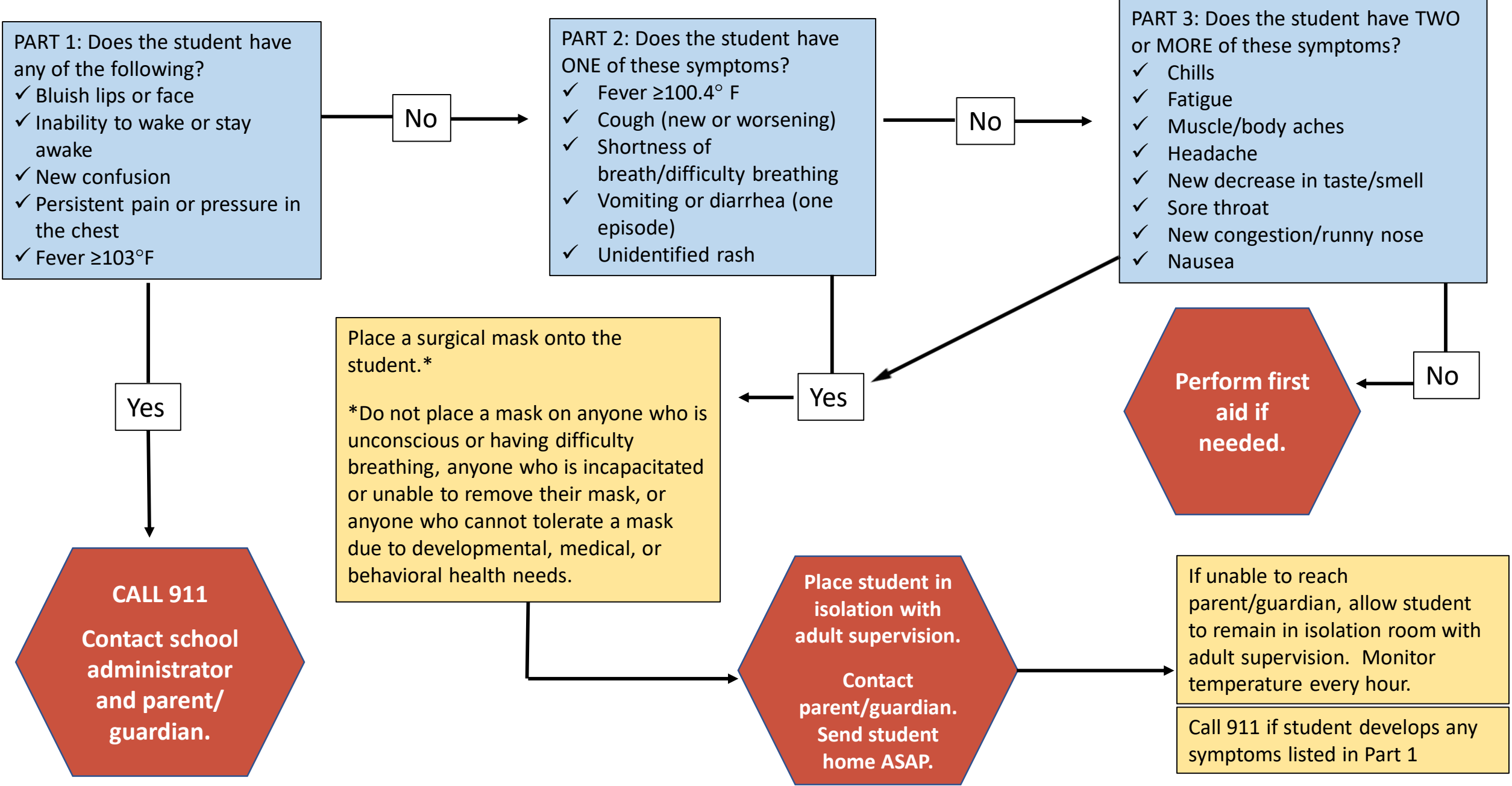
Return Home for any ONE of the following:

- Fever $\geq 100.4^{\circ}\text{F}$ via no-contact thermometer
- Cough (new or worsening)
- Shortness of breath or difficulty breathing
- Vomiting or diarrhea (one episode)
- Unidentified rash

Return Home for any TWO or MORE of the following:

- Chills
- Fatigue
- Muscle/body aches
- Headache
- New decrease in taste or smell
- Sore throat
- New congestion or runny nose
- Nausea

DOH-Pinellas Recommendations for Students with Symptoms



Supervisor Responsibilities

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 student information will remain confidential, in accordance with applicable laws and regulations.