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

Mistine Dawe, HR Administrator  dawem@pcsb.org (727) 588-6000 x1901
Julianne Bratos, RN  bratosj@pcsb.org (727) 588-6000 x1902
Alexandra Riley, RN  rileya@pcsb.org (727) 588-6000 x1903
Traceylee Delaney, HR Secretary III  delaneytr@pcsb.org (727) 588-6000 x1900
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.
Current DOH-Pinellas Positive Confirmed Case High-Level Protocol: Other Employee/Staff Member

1. Employee notifies supervisor of positive result
2. Supervisor reports the case via the COVID-19 Dashboard
3. COVID Team contacts Principal and teacher to gather more information
4. COVID Team notifies Department of Health

5. Employee is directed to isolate per DOH recommendations
6. DOH performs contact tracing inside the district and makes recommendations
7. COVID Team provides DOH “confirmed case” letter for distribution
8. Affected workspace(s) disinfected per protocol

9. COVID Team follows up with all identified close contacts within the district aligned to DOH recommendations
10. DOH performs contact tracing and follow-up on all identified close contacts outside the district
11. Employee may return to work with written clearance from a healthcare provider

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.
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**

**Confirmed Employee Cases**

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 immediately notify their supervisor.
3. Employee should self-isolate for 10 days and monitor symptoms.
4. Supervisor should immediately call the COVID-19 Hotline (813-941-4200) to report the case.
5. All employees in close contact with the confirmed case should self-isolate for 14 days.
6. All employees with symptoms should be tested for COVID-19.
7. All employees should practice good hygiene, including frequent handwashing and wearing masks.

**Symptomatic Employees**

1. Employee should monitor symptoms for 10 days or until symptoms resolve.
2. If symptoms persist or worsen, employee should seek medical attention.
3. Employee should self-isolate and notify supervisor of symptoms.
4. Supervisor should contact the COVID-19 Hotline (813-941-4200) to report the case.
5. All employees in close contact with the symptomatic employee should self-isolate for 14 days.
6. All employees with symptoms should be tested for COVID-19.
7. All employees should practice good hygiene, including frequent handwashing and wearing masks.

**Confirmed Case of a Direct, Household Member**

1. Employee should monitor symptoms for 10 days or until symptoms resolve.
2. If symptoms persist or worsen, employee should seek medical attention.
3. Employee should self-isolate and notify supervisor of symptoms.
4. Supervisor should contact the COVID-19 Hotline (813-941-4200) to report the case.
5. All employees in close contact with the household member should self-isolate for 14 days.
6. All employees with symptoms should be tested for COVID-19.
7. All employees should practice good hygiene, including frequent handwashing and wearing masks.

**Close Contact or Exposure to a Close Contact with a Confirmed Case**

1. Employee should monitor symptoms for 10 days or until symptoms resolve.
2. If symptoms persist or worsen, employee should seek medical attention.
3. Employee should self-isolate and notify supervisor of symptoms.
4. Supervisor should contact the COVID-19 Hotline (813-941-4200) to report the case.
5. All employees in close contact with the confirmed case should self-isolate for 14 days.
6. All employees with symptoms should be tested for COVID-19.
7. All employees should practice good hygiene, including frequent handwashing and wearing masks.
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

• 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 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 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

1. Make sure “New” is checked.
2. Click “Find Employee”
3. Create case
Demographic Information will populate from Terms and FOCUS if applicable.

Complete questions 1-6 as applicable.
Supervisor or secretary **must** click notify HS and HR COVID Team.

Case will automatically save once it is opened.
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 [Redacted] has been submitted for [Redacted] at [Redacted] Middle.
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<table>
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</tr>
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<tr>
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<td><a href="mailto:dawem@pcsb.org">dawem@pcsb.org</a></td>
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COVID-19 Student Case Protocols

Updated August 11, 2020
TOPICS

• Self-Screening and Symptoms Overview
• DOH-Pinellas Student Case Protocols
  • Confirmed
  • Symptoms
• Supervisor Responsibilities: Entry into PCS COVID Database
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.

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

1. Parent informs School Principal of positive case
2. Principal reports case via COVID Dashboard
3. COVID Team contacts DOH to confirm positive result
4. COVID Team contacts Principal and parent for further information
5. Principal sends home siblings and other household contacts
6. DOH performs contact tracing inside the district and makes recommendations
7. COVID Team provides DOH “confirmed case” letter for distribution
8. All affected classes must quarantine 14 days per DOH recommendations
9. Affected classroom(s) disinfected per protocol
10. COVID Team follows up with all identified close contacts within the classroom(s)
11. DOH performs contact tracing on all identified close contacts outside of the classroom(s)
12. Students may return to class when DOH criteria are met
Current DOH-Pinellas Positive Case Protocol: DOH Notification for Student

1. **DOH notifies PCS COVID Team of positive case**
2. COVID Team completes COVID Dashboard
3. COVID Team contacts Principal to notify and gather further information
4. Principal sends home siblings and other household contacts

5. DOH performs contact tracing inside the district and makes recommendations
6. COVID Team provides DOH “confirmed case” letter for distribution
7. All affected classes must quarantine 14 days per DOH recommendations
8. Affected classroom(s) disinfected per protocol

9. COVID Team follows up with all identified close contacts within the classroom(s)
10. DOH performs contact tracing on all identified close contacts outside of the classroom(s)
11. Students may return to class when DOH criteria are met

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.
DOH-Pinellas Recommendations for Students with Symptoms

Return Home for any ONE of the following:

- Fever $\geq 100.4^\circ F$ 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

PART 1: Does the student have any of the following?
✓ Bluish lips or face
✓ Inability to wake or stay awake
✓ New confusion
✓ Persistent pain or pressure in the chest
✓ Fever ≥103°F

Yes → CALL 911
Contact school administrator and parent/guardian.

No → PART 2: Does the student have ONE of these symptoms?
✓ Fever ≥100.4°F
✓ Cough (new or worsening)
✓ Shortness of breath/difficulty breathing
✓ Vomiting or diarrhea (one episode)
✓ Unidentified rash

Yes → Yes → Place a surgical mask onto the student.*
*Do not place a mask on anyone who is unconscious or having difficulty breathing, anyone who is incapacitated or unable to remove their mask, or anyone who cannot tolerate a mask due to developmental, medical, or behavioral health needs.

No → No → PART 3: Does the student have TWO or MORE of these symptoms?
✓ Chills
✓ Fatigue
✓ Muscle/body aches
✓ Headache
✓ New decrease in taste/smell
✓ Sore throat
✓ New congestion/runny nose
✓ Nausea

Yes → Perform first aid if needed.

No → No

Yes → Call 911 if student develops any symptoms listed in Part 1

Yes → Yes → Place student in isolation with adult supervision.
Contact parent/guardian.
Send student home ASAP.

No → If unable to reach parent/guardian, allow student to remain in isolation room with adult supervision. Monitor temperature every hour.
Call 911 if student develops any symptoms listed in Part 1.
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.