

## Responding to Employees tested positive for COVID-19

**Procedure:** The program will develop and implement written procedures for identification of employees tested positive for COVID 19 in order to protect the health of all children and staff. Parents and staff will be informed of PCDC guidelines for positive individuals.

### Definitions:

- **Case**---a person who has tested positive for COVID 19.
- **Close Contact**---someone one who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual five-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2, the virus that causes COVID 19, starting from two days before they have any symptoms (or for asymptomatic patients, two days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.
- **Incubation period**---the time it takes to develop infection after exposure to a virus. For COVID 19, this period ranges from two to 14 days.
- **Infectious period**---the period of time a person with COVID-19 can spread the virus to others. It includes the two days before a person has symptoms through at least 10 days after symptoms start. For a person without symptoms, the infectious period is two days before the date the person tests positive for COVID-19 and until at least 10 days after. A person may be infectious with COVID-19 for longer if they are immunocompromised or have severe illness.
- **Isolation**---when a person who tests positive for COVID-19 stays at home and away from others, even those living in the same home. This prevents them from spreading the disease to others. The isolation period for COVID-19 is at least 5 days from the start of symptoms, or from the test date if the person has no symptoms, and until 24 hours without fever, without using medication that reduces fever, and until symptoms have improved. The period could be longer if a person's symptoms do not improve, or the person is immunocompromised.
- **Quarantine**---when a person who is in close contact of someone with COVID-19 stays at home and away from others for up to 5 days to avoid spreading COVID-19 during the incubation period when they could become ill.

**Procedure:** PCDC staff will respond to all staff who test positive for the COVID-19 to keep all children and staff safe.

- Management staff encourage any employee that is sick to stay home if they are ill and emphasize to all staff the importance of knowing the symptoms of COVID-19 (i.e., fever, cough, or shortness of breath, etc.)
- Employee should not report to work if sick; or should leave work if ill symptoms start to occur at work. Notify their supervisor of illness, and expected leave time.
- Employee who has tested positive for COVID-19 should follow VDH and CDC recommended guidelines and should stay home until all three of these things are true:
  - They feel better. Their cough, shortness of breath, or other symptoms are better, and,
  - It has been 5 days since they first felt sick or tested positive; and,
  - They have had no fever for at least 24 hours, without using medication that lowers fever.
- Employee that has been exposed to a child/staff that is COVID-19 positive will be contacted.
  - If staff has **NOT** been vaccinated they will be required to quarantine for 5 days and my return when the classroom reopens with proof of a negative COVID-19 test within 5 days and symptom free.
  - If staff **ARE** fully vaccinated they should get tested 5-7 days after exposure, even if they don't have symptoms. Staff should wear a mask indoors in public for 14 days following exposure. Staff may return to the classroom.
- Employee that has been exposed to a family member testing positive to COVID-19 shall quarantine for 14 days if living in the same dwelling, and return to work with proof of negative COVID-19 test within 5 days and symptom free. If NOT living with family member can follow the above expose steps for both vaccinated and non-vaccinated staff.
- Supervisor and/or Health & Safety Coordinator, must receive proof of negative testing prior to employee returning to work as indicated in guidelines.
- If a site or building is exposed to COVID-19 it will be closed and deep cleaned, sanitized, and disinfected prior to reopening, and the return of children and staff.
- PCDC will follow all VDH and CDC Guidelines.
- Each positive occurrence will be reported to Licensure within 24 hrs. of notification.

