COVID Reporting Protocol for OSSD Employees

Here’s what to expect if you are exposed to COVID:

**Complete the COVID Reporting Form on OSSD Staff Portal**

This will automatically generate notification to Superintendent, CFO, and Supervisor.

**Testing**

If tested and you have results, please forward a copy of the results to Superintendent and CFO.

**Results Pending**

If pending—once results are received forward a copy to Superintendent and CFO.

**District Response**

Employee will receive an email from Mary Gill with a return to work date & a link to the Family First Coronavirus Response Act (FFCRA) Emergency Leave form.

**Next Steps:**

- Pending test results—must stay out until results received.
- Negative results may return immediately as long as they have no symptoms.
- Positive results may return 14 days after on-set of symptoms and fever free for 24 hours.

**Next Steps Continued:**

- If exposed but not tested (will not qualify for FFCRA Leave)—may return after 5 days without symptoms, but must wear mask and have temperature checks twice per day.

For more information, visit: www.ossdms.org Health Alert Page & Staff Page

Updated 8/12/2020
COVID Reporting Protocol for OSSD

Here's what to expect if you are exposed to COVID:

**Employee Paid Sick Leave**

- Up to 80 hours/10 days/2 weeks of paid sick leave at 100% of employee’s regular rate of pay (capped at $511 per day)

**Qualifying reasons**

- Employee is under quarantine/isolation order related to COVID.
- Employee has been advised by a healthcare provider to self-quarantine.
- Employee is displaying symptoms of COVID.

**Next Steps Continued (3):**

If the employee resides with someone who tested positive:
- If isolated from the individual who tested positive, employee may return 5 calendar days after on-set of symptoms.

**Next Steps Continued (4):**

If the employee resides with someone who tested positive:
- If quarantined with the individual who tested positive and not isolating, employee may return 14 days after test date.

**Employee Paid Sick Leave**

- Up to 80 hours/10 days/2 weeks of paid sick leave at 2/3 of employee’s regular rate of pay (capped at $200 per day)

**Qualifying reasons**

- To care for an individual who is quarantine/isolation order related to COVID.
- To care for an individual who has been advised by a healthcare provider.
- To care for a child whose school or child care provider is closed due to COVID.
COVID Reporting Protocol for OSSD

Here's what to expect if you are exposed to COVID:

**Employees with children in OSSD:**
If the employee is exposed to COVID at work:
- Self monitor for symptoms
- Do not go for a COVID Test until Day 5 after the exposure

**Your personal children should be monitored during this time.**
**Your personal children may continue to attend school if you nor they are not experiencing symptoms.**
**If your children are experiencing symptoms, you should complete the Student Exposure Form & keep them home.**

**Positive Case in a Classroom**
- OSSD Response Team will conduct contact tracing to determine the degree of direct exposure.
- Important to note that masks minimize the transmission but they do not eliminate the risk.

**Employee Results:**
- Positive—remain quarantined until Day 14
- Negative—return to work
- If you are positive—your personal children will follow their own direct contact quarantine schedule.

**Staff members may or may not be quarantined based on direct exposure analysis.**

**Remember!**
- Masking prevents the transmission of MOST of the COVID particles.
- Research states that somewhere between 50-80% of carriers are symptomatic.
- We will continue to update our district guidance as we proceed.

For more info, visit: www.ossdms.org
Health Alert Page & Staff Page