

STEP BY STEP PROCESS FOR WHAT TO DO IF AN EMPLOYEE OR VISITOR TESTS POSITIVE FOR COVID-19

1. First and foremost, if an employee or visitor presents with either a probable or confirmed COVID-19 case or related symptoms, that individual should **stay home**.
2. If an employee or visitor becomes sick with COVID-19 onsite, he/she should be **immediately separated**, sent home, and directed to follow CDC guidelines for self-quarantining and undergoing a COVID test.
3. When you learn of a positive COVID-19 case, **ask the COVID-19 positive individual**:
 - a. Where and when were you exposed to COVID-19, if known?
 - b. When did you begin exhibiting symptoms, or are you asymptomatic?
 - c. When did you undergo a test for COVID-19? When did you receive the results?
 - d. When were you in the parish/school building or did you participate in a parish/school event between the onset of symptoms/undergoing a COVID-19 test and now?
 - e. Identify parish/school-related close contacts (within 6' for 15 minutes or more) from 48 hours prior to symptoms starting or, if asymptomatic, undergoing a COVID-19 test through the present.
4. **Immediately close off the area** where the probable or confirmed case of COVID-19 was and ventilate the area by opening doors and windows and running fans.
5. Wait 24 hours after the person with COVID-19 exposure or symptoms was last in the facility, then **clean and disinfect** all shared areas.
6. **Immediately notify individuals, including co-workers, who were in close contact** with the person with a probable or confirmed case of COVID-19, advise of the potential exposure, and recommend they follow CDC guidelines for self-quarantining and undergoing a COVID-19 test.
 - a. See 11 and 12 for draft language.
7. **Notify local county health officials** of the exposure to COVID-19.
 - a. Allegheny County Health Department: 888-856-2774
 - b. General Mailbox: Covid-19k-12@alleghenycounty.us
 - c. For general advice/questions related to Covid-19, call 211.
 - i. The 211 phone center is staffed by medical professionals.
 - ii. This number is not for contact tracing/case reporting.
 - d. To report cases:
 - i. Andrea Andrea.Collins@alleghenycounty.us
 1. Work: [412-578-8345](tel:412-578-8345)
 - ii. Sean Sean.Cuff@alleghenycounty.us
 1. Work: [412-209-0475](tel:412-209-0475)
 - iii. Katie Katherine.Lyden@alleghenycounty.us
 1. Work: [412-209-0478](tel:412-209-0478)
 - iv. Jenna Jenna.Nelson@alleghenycounty.us
 1. Work: [412-208-0676](tel:412-208-0676)
 - v. Dr. Luann Brink luann.brink@alleghenycounty.us
 1. Work: [412-578-8354](tel:412-578-8354)
 - e. Counties other than Allegheny contact PA Department of Health.
8. In cases involving an employee, **record the positive test on the OSHA 300 log**. Contact the Legal Office for assistance in this matter.
 - a. <https://www.osha.gov/recordkeeping/new-osh300form1-1-04-FormsOnly.pdf>
9. **Implement temperature screening** for 14 days before anyone enters the facility and send anyone with a temperature of 100.4' or higher home.
10. Refer to the **chart below for when to exclude an individual from the facility**. Notably, employees quarantined due to COVID-19 are entitled to two weeks of paid sick leave in addition to any leave granted by the employer under the CARES Act. Employers are entitled to a payroll tax credit to cover the cost of such leave.

COVID-19 SYMPTOMS?	COVID-19 TEST?	MAY RETURN TO SCHOOL AFTER:
YES	NO	<input type="checkbox"/> No Health Care Provider Evaluation: <ul style="list-style-type: none"> ○ 10 days since symptoms first appeared; and ○ At least 24 hours with no fever without fever-reducing medication; and ○ Symptoms have improved. <input type="checkbox"/> Evaluated by Health Care Provider: <ul style="list-style-type: none"> ○ Health care provider provided written release to return to school; and ○ At least 24 hours with no fever without fever-reducing medication; and ○ Symptoms have improved.

YES	YES COVID-19 POSITIVE	<input type="checkbox"/> 10 days since symptoms first appeared; and <input type="checkbox"/> At least 24 hours with no fever without fever-reducing medication; and <input type="checkbox"/> Symptoms have improved.
YES	YES COVID-19 NEGATIVE	<input type="checkbox"/> No Health Care Provider Evaluation: <ul style="list-style-type: none"> ○ At least 24 hours with no fever without fever-reducing medication; and ○ Symptoms have improved <input type="checkbox"/> Evaluated by Health Care Provider: <ul style="list-style-type: none"> ○ Health care provider documented an alternative diagnosis; and ○ Health care provider provided written release to return to school.
NO	YES COVID-19 POSITIVE	<input type="checkbox"/> 10 days have passed since test, or <input type="checkbox"/> He/she receives two negative test results in a row, at least 24 hours apart.
CLOSE CONTACT WITH SOMEONE WITH COVID-19		<input type="checkbox"/> 14 days after exposure unless he/she develops symptoms, in which case see above. <ul style="list-style-type: none"> ○ A negative test result during the 14 days does not release the person from quarantine.
SECONDARY CONTACT (Contact with someone who had contact with someone else with COVID-19)		<input type="checkbox"/> Self-monitor for symptoms <input type="checkbox"/> No need to quarantine
AWAITING COVID-19 TEST RESULTS		<input type="checkbox"/> Isolate at home until results are received.

11. Contact individuals who were in close contact with the person with COVID-19:

- advise of potential exposure, and
- recommend they follow the guidelines of CDC and the PA and Allegheny County Health Departments and the recommendations of his/her treating physician.

Message to Close Contacts:

*Out of an abundance in caution, I am writing to inform you that **DETAIL, symptoms? and tested? on DATE.** The [staff member/parishioner/student] is following the recommendations of his/her treating physician and guidelines set forth by the CDC and PA and Allegheny County Health Departments.*

*You were identified as having close contact, defined as 15 minutes or more within six feet, with the individual who tested COVID-19 positive on DATE. The PA Department of Health advises individuals with close contact to quarantine for 14 days after exposure and watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19. If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19. Notably, a negative COVID-19 test result does **not** allow you to end your quarantine early due to the incubation period of the virus. Should you have any concerns about your health, we encourage you to contact your health care provider.*

Consistent with CDC guidelines, all buildings are regularly cleaned and sanitized. In addition, we continue to follow all diocesan, local, state, and federal health and safety directives, including wearing face coverings, handwashing/sanitizing, social distancing, self-screening, and cleaning/disinfecting.

12. Provide written notification to your community members.

When to notify parish/school community of exposure within:

- Someone tested COVID-19 positive
- Someone had close contact with someone who is COVID-19 positive
- *Because symptoms so closely mirror allergies, a cold, and the flu, we do not think we want to go down the slippery slope of notification every time someone reports symptoms unless symptoms follow known close contact with someone COVID-19 positive or, if no such contact is known, when the person tests COVID-19 positive.*

Draft parish/school communication:

*Out of an abundance in caution, I am writing to inform you that **DETAIL, symptoms? and tested? on DATE.** The [staff member/parishioner/student] is following the recommendations of his/her treating physician and guidelines set forth by the CDC and PA and Allegheny County Health Departments.*

Individuals who were in close contact with the [staff member/parishioner/student] on DATE, defined as 15 minutes or more within six feet, have been individually contacted and advised to quarantine for 14 days from date of exposure. Should you have any concerns about your health, we encourage you to contact your health care provider and share these details.

Consistent with CDC guidelines, all buildings are regularly cleaned and sanitized. In addition, we continue to follow all diocesan, local, state, and federal health and safety directives, including wearing face coverings, handwashing/sanitizing, social distancing, self-screening, and cleaning/disinfecting.

13. School closure guidelines per PDE:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/SchoolClosureRecommendations.aspx>

<u>Level of Community Transmission in the County</u>	Number of Cases of COVID-19 Within a 14-day period: 1 student or 1 staff	Number of Cases of COVID-19 Within a 14-day period: 2-4 students/staff in same school building OR <5% of total number of students/staff in a school building are cases OR Multiple school buildings with individual cases who are not household contacts	Number of Cases of COVID-19 Within a 14-day period: 5+ students/staff in same school building OR ≥5% of total number of students/ staff in a school building are cases OR Multiple school buildings with 2-4 cases who are not household contacts
Low	<ul style="list-style-type: none"> School does not need to close Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 3-5 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s) Public health staff will direct close contacts to quarantine
Moderate	<ul style="list-style-type: none"> School does not need to close Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 5-7 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s) Public health staff will direct close contacts to quarantine
Substantial	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>