

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)
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"> o 10 days since symptoms first appeared; and o At least 24 hours with no fever without fever-reducing medication; and o Symptoms have improved. <input type="checkbox"/> Evaluated by Health Care Provider: <ul style="list-style-type: none"> o Health care provider provided written release to return to school; and o At least 24 hours with no fever without fever-reducing medication; and o Symptoms have improved.
YES	YES	<input type="checkbox"/> 10 days since symptoms first appeared; and

	COVID-19 POSITIVE	<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
CLOSE CONTACT WITH SOMEONE WITH COVID-19		<input type="checkbox"/> 10 days after exposure if no symptoms develop <input type="checkbox"/> As early as 7 days after exposure if: <ul style="list-style-type: none"> ○ Individual undergoes a COVID test 5+ days after exposure, ○ Test returns negative, and ○ 48 hours passes after COVID test before ending quarantine. <input type="checkbox"/> Immunity Exception: People who have had COVID-19 within the past 3 months do not need to quarantine after close contact with someone with COVID-19. <input type="checkbox"/> Vaccination Exception: If you have received both doses of the COVID-19 vaccine, at least two weeks have passed since the second dose, not more than three months have passed since the second dose, and you have remained asymptomatic since exposure, then you do not need to quarantine after exposure to COVID-19.
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.
TRAVELED OUTSIDE PA		<input type="checkbox"/> As of 3/1/21, no quarantine is required for travelers. <input type="checkbox"/> Out of an abundance in caution, school or parish-organized field trips and travel out of state are still discouraged.

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 individual 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 10 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 five (5) or more days after your date of exposure that yields negative results would allow you to end your quarantine 48 hours after the COVID test, provided you were in quarantine a minimum of seven (7) days. 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 individual 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 individual on **DATE**, defined as 15 minutes or more within six feet, have been individually contacted and advised to quarantine consistent with CDC guidelines. 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>

Recommendations for **Small (<500 Students)** Pre-K to 12 School Buildings Following Identification of a Case(s) of COVID-19

It is important to note that a significant and/or widespread outbreak may require moving to a more remote-based instructional model more quickly. DOH will provide proactive consultative assistance to school entities should such an outbreak occur.

<u>Level of Community Transmission in the County</u>	Number of Cases of COVID-19 Within a Rolling 14-Day Period:		
	1 student or 1 staff	2-4 students/staff in same school building	5+ students/staff in same school building
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 3-7 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[†]	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Close school(s) for 3-7 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Close school(s) for 14 days* Clean entire school Public health staff will direct close contacts to quarantine

*If case investigations, contact tracing, and cleaning and disinfecting can be accomplished in a faster time frame, the length of closure time may be shortened.

Recommendations for **Medium (500-900 students)** Pre-K to 12 School Buildings Following Identification of a Case(s) of COVID-19

<u>Level of Community Transmission in the County</u>	Number of Cases of COVID-19 Within a Rolling 14-Day Period:		
	1-3 students or staff	4-6 students/staff in same school building	7+ students/staff in same school building
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 	<ul style="list-style-type: none"> Close school(s) for 3-7 days* Clean area(s) where cases spent time 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s)

	<ul style="list-style-type: none"> Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Public health staff will direct close contacts to quarantine
Substantial†	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Close school(s) for 3-7 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> School should consider altering schedule to significantly decrease number of students on site Close school(s) for 14 days* Clean entire school Public health staff will direct close contacts to quarantine

- 11/17/20 PA Dept of Health Order to mitigate spread:
 - Travelers must have a negative test within 72 hours of coming or returning to PA. IF not, quarantine for 14 days.
 - Masks must be worn indoors and outdoors. When indoors, masks are required when you're with people outside your household, even if you're socially distant.
- 11/19/20 Allegheny County Stay at Home Order
 - Only leave your home for work, school, and essential activities.