

Guidance for Staffing Decisions Related to COVID-19 for QCSD Employees/Contractors

In the last 14 days, have you or a member of your household experienced any of the following COVID-19 symptoms, unrelated to a chronic or pre-existing condition you may have (such as seasonal allergies, asthma, etc.)?

Group A (1 or more symptoms):

- Cough
- Shortness of breath
- Difficulty breathing
- New loss or altered sense of taste or smell

Group B (2 or more symptoms):

- Fever (100° or higher as registered prior to taking any fever reducing medication)
- Chills
- Rigors (Shivering/Shaking)
- Muscle aches or weakness
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose

YES

- Stay home
- Separate yourself from others
- Contact your medical provider
- Contact your Supervisor
- Contact your building Nurse
- Report your absence per standard reporting protocol

NO

Have you been in contact with someone who has been diagnosed with or tested positive for COVID-19?

YES

Have you had close contact, defined as less than 6 feet apart for longer than 15 minutes, with someone who has been diagnosed with or tested positive for COVID-19?

YES

NO

- Contact your medical provider
 - Contact your Supervisor
 - Contact your building Nurse
 - Report your absence per standard reporting protocol
 - Quarantine for 10 days without testing and no symptoms or 7 days with negative test and no symptoms and continue to watch for symptoms until 14 days after exposure.
- Please provide a copy of any quarantine order from your healthcare provider or local health department to Osheanna Lonergan, Benefits Manger at olonergan@qcsd.org, Do not return to work until you have been approved by Osheanna Lonergan to do so.

NO

Are you currently under the direction of a state/local health department or under the order of any medical professional to isolate or quarantine because of COVID-19?

YES

NO

Have you recently been tested for COVID-19 and are still awaiting results?

YES

NO

In the last 14 days have you travelled outside of Pennsylvania for more than 24 hours?

Please follow the PA DOH protocols found [here](#).

YES

NO

- Contact Osheanna Lonergan, Benefits Manger at olonergan@qcsd.org
- Contact your Supervisor
- Contact your building Nurse
- Report your absence per standard reporting protocol
- Quarantine for 14 days or provide proof of a negative test to be released from quarantine.
- Provide a copy of any quarantine orders or test results to Osheanna Lonergan, Benefits Manger at olonergan@qcsd.org

Do not return to any assignment until you have been approved by Osheanna Lonergan, Benefits Manger to do so.

- You may report to work
- Monitor your symptoms
- Wear a face covering, maintain social distancing, and practice good hygiene

When Can You Return to Work If You Have Experienced COVID-19 Symptoms?

If you are experiencing symptoms, you must stay home. You may return to work when the following conditions have been met:

1. You have a note from your medical provider or local health department that documents you are cleared to return to work.
2. The note must indicate your diagnosis, that you are symptom free of COVID-19, and that you can work full duty with no restrictions.
3. Complete 10 day isolation if COVID-19 test results were positive.

Any note(s) must be provided to Osheanna Lonergan, Benefits Manger, **BEFORE** returning to work. Do not return to work until approved by Osheanna Lonergan.