

# COVID-19 Easy Guide

## When to Stay Home from Work



The following COVID-19 Easy Guide was created to assist Lenawee Intermediate School District (LISD) employees (for the purposes of this guide, "employee" includes contracted staff) in determining when to stay home from work and when the individual may return to work. This Easy Guide was created with information from the Lenawee County Health Department, and is subject to change based on new and/or updated guidance related to COVID-19.

**Step One:** All LISD employees must self-monitor and screen themselves for COVID-19 each day.

- If all of the responses on the daily screener are no, you may come to work.
- If any response on the daily screener is yes, you are prohibited from coming to work and the following steps must be followed.

COVID-19 signs and symptoms requiring employees to remain home from work are:

- One or more of the following: a new uncontrolled cough (excluding chronic cough due to a known medical reason or allergies), new onset of shortness of breath or difficulty breathing, or a fever of 100.4 degrees or higher
- Two or more of the following: loss of taste or smell, abdominal pain, muscle aches, severe headache, sore throat, vomiting, or diarrhea

**Step Two:** Contact your supervisor and Staff Resources (Dan.Garno@lisd.us) and inform them that you will not be present at work for a COVID-19 related reason and provide the reasoning.

**Step Three:** If you are experiencing symptoms of COVID-19, you should be tested and/or contact your healthcare provider. If you do not have a healthcare provider, the Lenawee County Health Department may be contacted (517) 264-5226 (select option 5).

**Step Four:** If you have signs or symptoms of COVID-19, and your healthcare provider or a public health nurse has been contacted and a determination has been made that your signs or symptoms are not being caused by something other than COVID-19 (such as seasonal allergies or another virus), you must:

### **Employee has symptoms of COVID-19 and tests positive for COVID-19**

The employee must stay home from work for at least 10 full days from the onset of symptoms (symptom onset is day zero) **and** at least 24 hours has passed with no fever without the use of fever reducing medications **and** the symptoms must have improved

### **Employee has symptoms of COVID-19, but no testing is done**

The employee must stay home from work for at least 10 full days from the onset of symptoms (symptom onset is day zero) **and** at least 24 hours has passed with no fever without the use of fever reducing medications **and** the symptoms must have improved

### **Employee has symptoms of COVID-19, but tests negative for COVID-19**

If the employee was not in close contact with a person who tested positive (or is probable) for COVID-19, but the employee has symptoms of COVID-19, the employee must remain home from work until they receive a negative COVID-19 test result and their symptoms improve

**Employee is Asymptomatic, but tests positive for COVID-19:** The employee must stay home from school for at least 10 days from the date on which the positive test was administered (the date of test administration is day zero).

**Fully Vaccinated Employees:** Employees who are fully vaccinated from COVID-19 (meaning that at least two weeks have passed from the date on which the employee received the second dose of the Pfizer or Moderna vaccine or the day the employee received the single dose of the Johnson and Johnson vaccine), do not have to quarantine and may return to work immediately after close contact with a COVID-19 positive or probable individual unless the employee has signs or symptoms of COVID-19.

**Employee has had close contact with a COVID-19 positive or probable person and is the employee is not fully vaccinated from COVID-19:** If an employee has been in close contact with a person who has tested positive (or is probable) for COVID-19, the employee may be subject to quarantine by the Lenawee County Health Department or another health department. Employees subject to quarantine must stay home from work and complete a full, 10-day quarantine even if the employee does not have symptoms of COVID-19. Asymptomatic employees may test out of quarantine after 7 days of quarantine by providing the LISD with a negative COVID-19 antigen or PCR test result. The test must have been administered on day 6 or 7 of the quarantine period. Employees who are fully vaccinated against COVID-19 or who can demonstrate that they were diagnosed with COVID-19 within the three-month period immediately prior to the close contact are not required to quarantine unless the employee has signs or symptoms of COVID-19. Close contact is generally defined as being within 6 feet of the COVID-19 person for a period of 15 minutes or more over the course of a 24-hour period.

**Questions:** Please contact Staff Resources or visit [www.lisd.us/covid19](http://www.lisd.us/covid19).