Shelby County School 2021-2022
COVID-19 Reporting Information

THE OFFICE OF SCHOOL OPERATIONS

Reggie Jackson, Assistant Superintendent of Academic Operations and School Support
Shelby County School COVID-19
2021-2022 Reporting Action Steps

Overview
From the onset and throughout the world-wide health situation, Shelby County Schools has been mindful of the needs and concerns of our students, families, employees, and the larger community. Shelby County Schools is adhering to the guidance of the Tennessee Department of Health (TDH) for “Releasing Cases and Contacts from Isolation and Quarantine” revised on December 29, 2021. Please find the Tennessee Department of Health’s quarantine guidelines here. The district has worked to remain informed of health developments and has been proactive in addressing issues prevalent to our District's families and schools. Part of this work includes meticulous planning to ensure operational efficiency and responsiveness as new challenges arise. This document provides information to guide school-based and central office staff. The action steps included in this document discuss several topics and outline school and work expectations during the COVID-19 health situation. The action steps are intended to help ease concerns and support a level of comfort for students and staff and offer best practices, and guidelines on how to maintain school, classroom, and work operations safely and smoothly.

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Updated: January 3, 2022
COVID-19 RESPONSE ACTION STEPS (STUDENT)

Action steps for a student who tested positive for COVID-19.

- Enter an online student COVID report. **DO NOT INFORM ANY STAFF OR STUDENTS OR REQUEST ANY DISINFECTION UNTIL THE REPORT IS RECEIVED BY THE DISTRICT TRACING TEAM AND THEY HAVE COMPLETED THEIR TRACING.**

  - The student must isolate for a minimum of 5 days after onset and may be released after they are (without fever-reducing medication) and show improvement in symptoms.
  - Cases without symptoms should isolate through 5 days after their specimen collection date.
  - Regardless of symptoms, the student should wear a mask when around others for 10 days following onset/specimen collection.
  - The student is **not** required to provide a clearance from a medical provider or an SCS school-based health center to return to school.
  - Some severely ill students may need to isolate for a longer period.
  - Lingering cough or loss of taste or smell should not prevent a case from being released from isolation.
  - If a follow-up PCR test is positive, cases do not need to re-enter isolation as long as they have completed the recommended 5-day isolation and had symptom resolution for a minimum of 24 hours.
  - Any questions, the Contact Tracing Team can be reached at 416-1730.

Action Steps for a student who has been identified as a close contact to a positive person.

**Non-boosted or Unvaccinated Close Contacts**

- Enter an online student COVID report. **NO OTHER STUDENTS OR STAFF ARE REQUIRED TO QUARANTINE, AND NO DISINFECTION OF AREAS IS REQUIRED.**

  - **Students should quarantine** after exposure to a COVID-19 case if they:
    - Are unvaccinated OR
    - They have completed the primary series of Pfizer or Moderna vaccine **over 6 months ago** and are not boosted
  - If symptoms develop, close contacts must isolate and be tested for COVID-19 immediately.
  - Close contacts should quarantine regardless of whether the case was symptomatic. Exposure includes contact with a case during the time period beginning two days prior to the case’s symptom onset (or specimen collection date if case never experiences symptoms)
  - TDH and CDC recommend a 5-day quarantine at home.
  - Contacts should get tested on day 5. After that, contacts should self-monitor for symptoms and continue to wear a mask around others for 5 additional days.
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**Boosted or Recently Vaccinated Close Contacts** Do not have to quarantine if:
- They have remained asymptomatic since exposure to COVID-19 and:
- They Received a booster dose of vaccine OR
- They completed a primary series of Pfizer or Moderna vaccine in the last 6 months (Must be ≥2 weeks following receipt of the second dose) OR
- They completed a primary J&J vaccine series in the last 2 months (Must be ≥ 2 weeks following receipt of single dose).
- The student is not required to provide a clearance from a medical provider or an SCS school-based health center to return to school.
- Any questions, the Contact Tracing Team can be reached at 416-1730.

**Action Steps for the student who is exhibiting COVID related symptoms at school.**
- If the student is exhibiting a single low-risk symptom such as headache, runny nose, etc., or a non-infectious diagnosis such as a migraine or allergies:
  - The parent should be contacted to pick up the student and the student should not be placed in the safe room.
  - The student can return when symptoms have improved (the usual policy for an illness)
  - The student is not required to provide a clearance from a medical provider or an SCS school-based health center to return to school.

- If the student is exhibiting COVID-like symptoms, a single high-risk symptom such as fever/chills/rigors, loss of taste or smell, etc., or two or more low-risk symptom such as headache, runny nose, etc.:
  - The student should be placed in the Saferoom and contact the parent/guardian.
  - The student should be evaluated by a medical provider or an SCS school-based health center and tested for COVID.
  - The student can return to school if the student receives a negative test result, and the student shows improvement in symptoms.
  - The student cannot return to school if the student receives a positive test result.
    - The student should follow: “**Action Steps for a student who tested positive for COVID-19.**”

- Any questions, the Contact Tracing Team can be reached at 416-1730
STUDENT FLOWCHART
Shelby County School COVID-19 2021-2022 Reporting Action Steps

Student COVID Flowchart

- Student tested Positive For COVID-19
  - The student must isolate
  - The student may return after 5 days from the date of first symptoms, if the student has been symptom free with no medication within the last 24 hours they can return to school.
  - Regardless of symptoms, the student should wear a mask when around others for 10 days following onset/specimen collection. (The student is not required to retest to return to school)

- Student is a close contact to someone that tested positive
  - It is recommended that the student quarantine for 5 days (return on Day 6) from the last date of contact they had with the positive person if they:
    - Are unvaccinated OR
    - They have completed the primary series of the vaccine over 6 months ago and are not boosted. If symptoms develop, contacts must isolate and get tested immediately. Contacts should get tested on day 5. After that, contacts should self-monitor for symptoms and continue to wear a mask around others for 5 additional days.

- Any questions call the COVID hotline 416-1730

- Student is exhibiting COVID-Like symptoms at school
  - Place the student in the Safe Room and contact the parent/guardian.

- The student should be evaluated by a medical provider or a SCS school-based health center and tested for COVID.

- The student can return to school if the student receives a negative test result, and the student shows improvement in symptoms.

- Any questions call the COVID hotline 416-1730.

Updated 1.3.22
COVID-19 RESPONSE ACTION STEPS (EMPLOYEE)

Action Steps for an employee who tested positive for COVID-19.

- The employee should notify their immediate supervisor (The supervisor must maintain confidentiality) DO NOT IMMEDIATELY NOTIFY ANY OTHER STAFF OR STUDENTS OR HAVE ANY AREAS DISINFECTED. THE DISTRICT'S TRACING TEAM WILL NOTIFY ANY STAFF WHO ARE CLOSE CONTACTS AND DIRECT CUSTODIAL OPERATIONS TO CLEAN ANY AREAS. PRINCIPALS WILL NOTIFY PARENTS OF STUDENTS WHO ARE CLOSE CONTACTS (ONCE THE TRACING HAS BEEN COMPLETED).
- The employee should notify the District's contact tracing at 416-1730 or by email at scsselfreport@scsk12.org.
- The employee must isolate for a minimum of 5 days after onset and may be released after they are (without fever-reducing medication) and show improvement in symptoms.
- Cases without symptoms should isolate through 5 days after their specimen collection date.
- Regardless of symptoms, the employee should wear a mask when around others for 10 days following onset/specimen collection.
- The employee is not required to provide a clearance from a medical provider or an SCS Family Care center to return to work.
- Some severely ill employee may need to isolate for a longer period.
- Lingering cough or loss of taste or smell should not prevent a case from being released from isolation.
- If a follow-up PCR test or rapid test is positive, cases do not need to re-enter isolation as long as they have completed the recommended 5-day isolation and had symptom resolution for a minimum of 24 hours.
- Any questions, the Contact Tracing Team can be reached at 416-1730.

**Emergency Paid Sick Leave (EPSL) – Tested Positive for COVID-19**

- Full-time and part-time employees may be allowed up to 10 emergency paid sick days when diagnosed with a positive COVID-19 test.
  - You must provide positive PCR test or rapid test result documentation to receive EPSL pay.
  - The employee must isolate for a minimum of 5 days after onset. After five calendar days, if the employee shows improvement in symptoms and is without fever with no medication within the last 24 hours, they can return to work/school (the employee is not required to retest to return to work/school).
- If additional days are needed beyond the EPSL Initiative (10 paid sick days), employees may apply for FMLA due to testing positive for COVID-19.
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Please visit the SCS website for the required FMLA documentation to complete at www.scsk12.org/HR2 (under Benefits – Leave of Absence).

- Please Note: Employee’s available sick and/or vacation days must be used during their absence to remain in a paid status. Employees may also use personal days (if applicable) at the employee’s request. If the employee does not have available sick and/or vacation days, the employee will be in an unpaid status.

Action Steps for an employee who has been identified as a close contact to a positive person.

- The employee must notify their immediate supervisor (The supervisor must maintain confidentiality) NO OTHER STUDENTS OR STAFF ARE REQUIRED TO QUARANTINE, AND NODISINFECTION OF AREAS IS REQUIRED.
- The employee must notify the district’s tracing team at 416-1730 or by email at scsselfreport@scsk12.org.

Non-boosted or Unvaccinated Close Contacts
- Employees should quarantine after exposure to a COVID-19 case if they:
  - Are unvaccinated OR
  - They have completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted
- If symptoms develop, close contacts must isolate and be tested for COVID-19 immediately.
- Close contacts should quarantine regardless of whether the case was symptomatic. Exposure includes contact with a case during the time period beginning two days prior to the case’s symptom onset (or specimen collection date if case never experiences symptoms)
- TDH and CDC recommend a 5-day quarantine at home.
- Contacts should get tested on day 5. After that, contacts should self-monitor for symptoms and continue to wear a mask around others for 5 additional days.

Boosted or Recently Vaccinated Close Contacts  Do not have to quarantine if:
- They have remained asymptomatic since exposure to COVID-19 and:
- They Received a booster dose of vaccine OR •
- They completed a primary series of Pfizer or Moderna vaccine in the last 6 months (Must be ≥2 weeks following receipt of the second dose) OR •
- They completed a primary J&J vaccine series in the last 2 months (Must be ≥ 2 weeks following receipt of single dose).
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- The employee is **not** required to provide a clearance from a medical provider or an SCS Family Care center to return to work.
- Any questions, the Contact Tracing Team can be reached at 416-1730.
- **FMLA** applies if an employee is absent (must isolate) for ten consecutive work days or more. After 10 consecutive days, please visit the SCS website for the required FMLA documentation to complete at [www.scsk12.org/HR2](http://www.scsk12.org/HR2) (under Benefits – Leave of Absence). Please submit the completed documentation to:
  - SCS Benefits
  - 160 S. Hollywood St., Barnes-Room 108
  - Memphis, TN 38112
- Please Note: Employee’s available sick and/or vacation days must be used during their absence to remain in a paid status. Employees may also use personal days (if applicable) at the employee’s request. If the employee does not have available sick and/or vacation days, the employee will be in an unpaid status.

Action Steps for the employee who fails the symptom screening process or is sick with COVID-Like symptoms at work. i.e., a single high-risk symptom such as fever / chills / rigors, loss of taste or smell, etc., or two or more low-risk symptom such as headache, nasal congestion, etc.:

- The employee should notify their supervisor immediately.
- The employee should leave the facility immediately.
- If the employee cannot leave, they should be placed in the Saferoom.
- The employee should be evaluated by a medical provider and tested for COVID.
- The employee can return to work if the employee receives a negative test result, and the employee shows improvement in symptoms.
- The employee cannot return to work if the employee receives a positive test result.
  - The employee should follow: “**Action Steps for an employee who tested positive for COVID-19.**”
- Any questions, the Contact Tracing Team can be reached at 416-1730.
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EMPLOYEE FLOWCHART
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Employee COVID Flowchart

I Tested Positive For COVID-19

Notify Your Supervisor Immediately and self report at 416-1730 or, scestelfreport@scssk12.org

The employee may return after 5 days from the date of first symptoms, if the employee has been symptom free with no medication within the last 24 hours they can return to work. Regardless of symptoms, the employee should wear a mask when around others for 10 days following onset/specimen collection. (The employee is not required to retest to return to work)

Any questions, the Contact Tracing Team can be reached at 416-1730.

Employee

I Have Been Identified as a Contact to a Positive Person

Employee must notify their immediate supervisor and the district tracing team at 416-1730 or by email at scestelfreport@scssk12.org.

It is recommended that the employee quarantine for 5 days (return on Day 0) from the last date of contact they had with the positive person if they:
• Are unvaccinated OR
• They have completed the primary series of the vaccine over 6 months ago and are not boosted. If symptoms develop, contacts must isolate and get tested immediately. Contacts should get tested on day 5. After that, contacts should self-monitor for symptoms and continue to wear a mask around others for 5 additional days.

The employee does not have to provide a clearance letter from a medical provider or the SCS Family Care center to return to work.

Any questions, the Contact Tracing Team can be reached at 416-1730.

Employee

I failed the symptom screening process or am sick with COVID-Like symptoms at work

Notify your supervisor immediately and leave the premises.

If employee is unable to leave report immediately to the Safe Room in your building.

Seek medical attention at the SCS Clinic (Call 416-0079) or a medical provider and be tested for COVID.

The employee can return to work if the employee receives a negative test result, and the employee shows improvement in symptoms.

Any questions, the Contact Tracing Team can be reached at 416-1730.

Updated 1.3.22

Updated: January 3, 2022