



## A COVID Procedural Update

# What to do if...

### you are exposed to someone with COVID

#### Do you have symptoms now?

##### No

- Staff may report to work.
- Testing is recommended after exposure and on day 5 of post-exposure.
- The CDC recommends home testing.
- Home tests are available to all employees in the Health Office at each Greece school.
- Quarantine is no longer required according to CDC guidelines.

##### Yes

- Regardless of vaccination status, isolate and get tested.
- Testing immediately and wearing a well-fitted mask for 5 days from the last exposure is recommended.
- You may return to work wearing a well-fitted mask for an additional 5 days when you are symptom-free.
- Not testing? Stay home and isolate yourself from everyone in the household for 5 days, or until symptoms resolve.

### you test positive for COVID

- Stay home and separate from others in your household for at least 5 days.
- Report your absence following routine absence procedures (i.e., Supervisor, Frontline Absence Management, Employee Self-Serve) utilizing entitlements currently available to you.
- Report & upload your positive home results into the K12 form titled “[Employee Positive COVID Test Reporting](#)”. The Benefits Office will be utilizing this software to determine if you are eligible for NYS COVID Pay.
- It is expected that you upload your positive results as part of your K12 “[Employee Positive COVID Test Reporting](#)” form within two weeks of incidence in order to have your sick entitlements re-coded to NYS COVID pay.
- We do not need the NYS Affirmation of Isolation Notices.
- If after 5 days, you are fever-free for 24 hours without the use of fever-reducing medicine and other symptoms have improved you may return to work.
- A well-fitted mask is required for 5 additional days (day 6 through 10) after the 5-day isolation period.
- Employees out of work for more than 5 consecutive days without test results uploaded with their K12 form as noted above will be required to provide the Benefits Office with a medical note attesting to positive test results and clearing the employee to return before returning to active status (as is the practice with all medical absences over 5 days).

### Other tips for stopping the spread of COVID

- If you are sick, stay home. If you are at work and develop COVID symptoms, put on a well-fitted mask, get a home test from the Health Office and go home.
- Testing is recommended for people with symptoms of COVID-19 as soon as possible after symptoms begin.
- Washing hands can prevent the spread of infectious diseases, especially during key times in the day (for example, before and after eating, and after using the restroom) using soap and water. If washing hands is not possible, use hand sanitizer containing at least 60% alcohol.
- Cover coughs and sneezes to help keep individuals from getting and spreading infectious diseases, including COVID.