As an organization, the health and safety of our employees is our top priority. In order to mitigate the spread of COVID-19 to the fullest extent, we will be following the guidelines of the PA Department of Health and the Centers for Disease Control and Protection.

**Employee Health Screening Protocols**

**Have you had close contact with any person who has been tested without result or received a positive test result or been diagnosed with COVID-19 within the past 14 days?**

**YES**

**NO**

**Have you been advised by a medical professional to self-quarantine within the last 14 days?**

**YES**

**NO**

If you answer YES to either of the above questions:
- do NOT physically attend work
- contact your supervisor to discuss teleworking options.

**Please assess how you are feeling each day before coming to work.**

**If You Are Feeling Sick**
- Contact your supervisor as you normally would and stay home!
- Check the current list of symptoms on the Symptoms Page of the DoH website. These continue to change, so check regularly.
- Or use the CDC's Self Check Symptoms tool.

**If You Are Feeling Well**
- Take your temperature to alert you if an illness is developing.
- If you have a fever of 100.4 or greater, monitor your symptoms and/or contact your healthcare provider.
- If your temperature is normal, come to work, following all safety procedures.

**Report Plans to Travel or Visit:**

Report to the CSIU Human Resources Department any plans to travel to states identified by the PA DoH as experiencing the spread of coronavirus disease. See the current list HERE. Please also report visits or anticipated visits with family or friends from these states if they were/will be in close proximity. Human Resources will determine if quarantine is mandatory and if telework is possible. HR will also discuss leave options if telework is not possible.

**Return to Work Protocols:**

**Symptoms of illness, no COVID-19 Test**
- If you are feeling sick without a fever and stay home for 1-3 days, you may return to work as soon as you are feeling well.
- If symptoms persist after 3 days of absence, a doctor's note will be required, following CSIU administrative guidelines to policy 334.
- The doctor/clinician's diagnosis or request for COVID-19 testing will determine your return to work and your use of leave time.

**Symptoms of illness, COVID-19 Test Result = Negative**
- You are feeling well and have been symptom free for greater than 24 hours without medication OR
- A doctor/clinician has evaluated you and documented an alternative diagnosis, stating you may return to work.

**COVID-19 Test = Positive**
- At least 14 days since the onset of symptoms AND
  - At least 3 days free of fever without the use of fever reducing medication AND
  - Improvement in respiratory symptoms (e.g. cough, shortness of breath)

Note: A COVID-19 positive individual does not need a repeat COVID test or a doctor's note to return to school.

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* https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx
*** https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx
^^ https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx