

NORTH ATTLEBOROUGH PUBLIC SCHOOLS ATTENDANCE PROTOCOL DURING COVID19 OPERATIONS

The North Attleborough Public Schools has developed a reopening plan with the intention of providing a safe return to schools for staff and students. To that end, the following is a guideline for employee illness and attendance that will assist with providing guidance and information as it relates to proper protocol during COVID19.

NOTICE:

Teachers/Paraprofessionals who are absent from work must call into the school substitute coordinator per usual practice so that arrangements may be made for classroom coverage. All other employees will notify their Principal/Department Head/Supervisor per usual practice.

EMPLOYEES MUST MONITOR SYMPTOMS AND SCREEN FOR ILLNESS DAILY:

All employees should prescreen themselves prior to coming into work on a regular basis and **IF SICK, STAY HOME.**

An employee of the School Department who develops any of the COVID-19 symptoms listed below, while at work, must be evaluated by the building RN, notify their Principal/Department Head and leave work immediately. Employees will be given the option of taking the nasal antigen test in the nurses office. The purpose of which would be to provide preliminary results (ahead of the PCR test) and advanced information to assist with the contact tracing efforts. The goal is to eliminate the spread of illness in the workplace. Below is a guideline for screening symptoms in light of the concern for COVID19 that is recommended by DESE in compliance with the CDC guidelines:

Below is a full list of symptoms for staff monitoring:

- Fever (100°.0 Fahrenheit or higher), chills, or shaking chills or feeling feverish
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

If staff have these symptoms:

- Contact their primary care physician for further instructions
- If recommended, staff must get a test (Nasal PCR Test Only-Not the rapid antigen test) for active COVID-19 infection prior to returning to school. Employees may access a map to the COVID-19 testing sites at www.mass.gov/covid-testmap
- Stay home until their test results are back.

- If an Employee has “COVID like symptoms” and chooses not to be tested, they have to remain out for ten (10) days and symptoms resolved before returning unless they have a note from their MD that states he/she doesn’t feel that the symptoms are COVID related. Employees should also follow the attendance protocol as detailed in their Collective Bargaining Agreement with regards to providing a note for absence.

IF TEST IS NEGATIVE:

If negative, an employee must return to work immediately after receipt of the test result

IF TEST IS POSITIVE:

Employees who test positive must:

- **STAY HOME** and self-isolate
- Notify your Principal/Department Head of the positive results.

The Principal/Department Head should:

- Notify Human Resources (508-643-2175) and the Nurse Leader (for Woodcock Staff) or your School Nurse and follow the “after report” cleaning/disinfecting established protocol for the school/workplace.
- Assist with contact tracing efforts by making a list of potential contacts.
Contacts are defined as: Someone who was within 6 feet of a COVID positive person for a cumulative total of 15 minutes or more over a 24 hour period starting from 2 days before illness onset. (OR - If you test positive and have no symptoms it is 2 days prior to the date of the test.)

Employees may return to work when:

- The employee has improvement in the symptoms
- It has been a minimum of 10 days from the start of the symptoms
- The employee is fever free without the use of fever reducing medicine for at least twenty-four (24) hours.
- Received clearance from their School Nurse and/or their Principal/Department Head in consultation with the School Nurse to determine the return to work date.

Employees may be eligible for pay for qualifying reasons under the Families First Coronavirus Response Act and defined in the FFCRA Policy. Essential Employees do not qualify for leave under the FFCRA. Following any FFCRA paid leave, employees must use their paid time off balances (sick/vacation/personal leave) prior to becoming unpaid. Employees who are able, may also work remotely during this period of time with the permission of their Principal/Department Head in consultation with the Assistant Superintendent.

IF AN ASYMPTOMATIC EMPLOYEE IS HOME AND NEEDS TO QUARANTINE DUE TO EXPOSURE TO A POSITIVE CASE

- Employee must quarantine per the guidance below after the last exposure (close contact) to the person who tested positive. (If a member of the Employee’s household exhibits symptoms, the Employee is still able to work as long as they themselves are not symptomatic. They should however, isolate themselves from that household member as a precaution. However, if the member of the household who is exhibiting symptoms is a contact to a known positive case or has received a positive test result themselves, then the employee will quarantine per the guidance below. Quarantine at least 10 full days from the date of last exposure if not tested; **OR**

- Quarantine at least 7 full days, provided all of the following are satisfied:
 - you have not had, and do not have, any symptoms; **AND**
 - you are tested on day 5 or later of your quarantine period or later with either a negative PCR or antigen test **AND**
 - you receive a negative test result;
- under either option, symptoms must be monitored for 14 full days. Get tested and isolate with any COVID symptoms.
- Close contact is defined as: Someone who was within 6 feet of a COVID positive person for a cumulative total of 15 minutes or more over a 24 hour period starting from 2 days before illness onset. (OR - If you test positive and have no symptoms it is 2 days prior to the date of the test.
- Employees who are deemed Essential may return to work sooner as long as long as they remain asymptomatic and follow all appropriate COVID screening and safety guidelines

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IF AN EMPLOYEE IS AT WORK AND IS ADVISED THAT THEY HAVE HAD EXPOSURE TO A POSITIVE CASE (asymptomatic)

- If an individual is at school when they were in close contact with an individual who tested positive for COVID19 they should be masked for the remainder of the day and adhere to strict physical distancing. At the end of the day, they should go home. They should stay at home and follow the quarantine guidelines listed above. Bus Drivers/Monitors should not ride the bus home and should plan for coverage.

IF AN EMPLOYEE TRAVELS OUTSIDE OF MASSACHUSETTS:

(with the exception of a commute for work to North Attleborough from another state)

Employees are discouraged from traveling to areas outside of Massachusetts that the state would deem high risk and would require quarantine. However, if an individual chooses to travel they must:

- Self -quarantine for a period of 10 days from the date of return home.
- Employees must follow all requests for time off procedures in accordance with their collective bargaining agreement and current practice and complete the form that is included in the travel policy (Attachment C) as well as the state required form.
- Employees may choose to get tested (Nasal PCR Test only- not the rapid antigen test) within 72 hours of their return and if the test is negative, they may return to the workplace without the need for a 10 day quarantine.

Employees may be eligible for pay for qualifying reasons under the Families First Coronavirus Response Act and defined in the FFCRA Policy. Essential Employees do not qualify for leave under the FFCRA. Following any FFCRA paid leave, employees must use their paid time off balances (sick/vacation/personal leave) prior to becoming unpaid. Employees who are able, may also work remotely during this period of time with the permission of their Principal/Department Head in consultation with the Assistant Superintendent.

LEAVES OF ABSENCE:

Employees are able to request leaves of absence related to illness (and other reasons) as defined in their collective bargaining agreements and in accordance with the federal Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) as well as the Families First Coronavirus Response Act (FFCRA) which includes two parts #1 Emergency and Medical Leave Expansion Act (EFMLEA) and #2 Emergency Paid Sick Leave Act (EPSLA) (through December 2020).

Any questions relating to Leaves of Absence may be addressed to your Principal/Department Head and the Human Resources Department at 508-643-2175.

Attachments:

- A. FMLA Summary**
- B. Families First Coronavirus Response Act (FFCRA) Policy and Forms**
- C. Travel Policy and Form**