NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?

<table>
<thead>
<tr>
<th>In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?</th>
<th>In the last 14 days, have you:</th>
<th>Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>Was the test result <strong>positive</strong> OR are you still waiting for the result?</td>
<td><strong>YES</strong></td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>You <strong>cannot</strong> go to work at the school today and must stay in isolation (at home and away from others) until your test results are back and are <strong>negative</strong> OR if <strong>positive</strong>, the local health department has released you from isolation.</td>
<td>You <strong>cannot</strong> go to work at the school today. If you have had any of these exposures, you must stay at home until your local health department releases you from quarantine, at least 14 days from the date of your last exposure. A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement. School staff are not essential workers and <strong>must</strong> quarantine.</td>
<td>You <strong>cannot</strong> go to work at the school today. You should be assessed by your health care provider (HCP). Call your HCP before going to any in-person visits to tell them about your COVID-19 symptoms. If you do not have a health care provider, call your local health department.</td>
</tr>
<tr>
<td><strong>YES</strong></td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td>You <strong>can</strong> go to work at the school today! Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.</td>
<td><strong>NO</strong></td>
<td></td>
</tr>
</tbody>
</table>

Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

October 2020 | B-1
I have COVID-19 symptoms. When can I go back to work at the school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

- **HCP Recommends COVID-19 Diagnostic Test**
  - STAY OUT OF SCHOOL and in isolation until test result is back
  - Positive Test Result
    - Your local health department will contact you to follow up.
    - You must remain in isolation (at home and away from others) until your local health department has released you from isolation, which is typically:
      - 10 days after symptom onset; **AND**
      - Your symptoms are improving; **AND**
      - You are fever-free for at least 72 hours without use of fever reducing medicines.
    - While you are in isolation, all members of the household must quarantine at home until released by the local health department, typically 14 days.
    - Note: A repeat negative COVID-19 test is not required for return to school.
  - Negative Test Result
    - If your symptoms are improving **AND** you are fever-free for at least 24 hours without the use of fever reducing medicines, you **may return to school** with:
      - A note from HCP indicating the test was negative **OR**
      - Provide a copy of the negative test result.
- **HCP Gives Alternate Diagnosis**
  - COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis
    - You must remain in isolation at home and are not able to go back to work at the school until your local health department has released you from isolation, which is typically:
      - At least 10 days have passed since date of first symptoms; **AND**
      - Your symptoms are improving; **AND**
      - You are fever-free for at least 72 hours without use of fever reducing medicines.
    - Note: You may not qualify for Paid Sick Leave benefits due to COVID-19 without a confirmed COVID-19 diagnosis.
  - Not Evaluated by HCP
    - If your HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) **AND** COVID-19 is not suspected, then a note signed by your HCP explaining the alternate diagnosis is required before you will be allowed to return to school. You may return to school according to the usual guidelines for that diagnosis.
    - Note: A signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.
COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.
COVID-19 exclusion protocol for contacts of symptomatic students and staff

Symptomatic student/staff must be evaluated by a health care provider (HCP) within 48 hours of symptom onset.

- Evaluation occurs within 48 hours
  - HCP gives alternate diagnosis
    - No exclusions required
  - COVID-19 diagnostic test NOT done (for example, guardian refuses)
    - No exclusions required
  - COVID-19 diagnostic test performed
    - Positive result
      - Follow protocols on the following page to assist the LHD with a full case investigation and contact tracing
    - Negative result
      - No exclusions required
    - No result within 48 hours
      - After 48 hours, deem the symptomatic student/staff positive:
        - Ensure the symptomatic student/staff remains in isolation at home
        - Follow the protocols for positive students/staff on page C-2
        - Notify and begin communicating with the local health department (LHD)
- Does NOT occur within 48 hours
  - If HCP evaluation is completed and/or test results received after 48 hours, follow algorithm pathway on the left based upon HCP evaluation outcome or test result
  - Follow protocols on the following page to assist the LHD with a full case investigation and contact tracing

No result within 48 hours

- Follow protocols on the following page to assist the LHD with a full case investigation and contact tracing

Positive result

- No exclusions required

Negative result

- No exclusions required
Notify the local health department (LHD):
- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

Provide the LHD with contact information of school personnel who will assist in the LHD’s contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:
- School Principal
- Administrative Support Person
- Principal Designee

Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with a list of people who are possible contacts of the case including:
- Contact’s full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 14 days from the date of last exposure to the case, advised to monitor for symptoms, and recommended to get a diagnostic COVID-19 test at least 3 days after their last date of exposure. The local health department will initiate isolation and quarantine orders.

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

When to welcome back affected students/staff:
The LHD will determine when students and staff are released from isolation or quarantine and can return to school. The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.