



UPDATED AS OF 10/16/2020

Steps if a staff member checks YES to Daily Screening Questions:

If you know you are going to answer yes to any of these Daily Screening questions, please don't come to the building to answer them.

1. "I am exhibiting COVID symptoms"

COVID-19 symptoms: Fever of 100 degrees or higher, Lingering Headache, Loss of Taste or Smell, Shortness of Breath, Muscle Aches, Diarrhea, Sore Throat, Prolonged Runny/Stuffy Nose, Cough, Fatigue, Nausea or Vomiting.

2. "I have tested positive for COVID-19 in the past 14 days."
3. "I have been in close contact with a confirmed or suspected COVID-19 case in the past 14 days."
4. "I have a temperature of 100⁰ or greater."
5. "I have travelled to one of the restricted states per NYS Executive Order 205."

Do not enter any school building!



Refer to NYSDOH Pre-K to Gr12 COVID-19 Toolkit Flow Chart Page B-2



Call/email your supervisor/principal/District Office with your plan of action.
(supervisor/principal will alert school nurse)



First - Log into WinCapWeb for Sick Day
Then - Arrange for Sub in SubService (If needed)



Communicate with supervisor/principal/District Office as results & DOH instructions
(Cheryl Emory via email or x5251)

Schools will follow CDC and NYSDOH guidance below for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

- If a person **has not taken a COVID-19 test but has had symptoms**, they can return to school once they have satisfied **all 3** of the following requirements:
 - It has been at least ten days since the individual first had symptoms AND;
 - Symptoms are improving AND;
 - It has been at least three days since the individual has had a fever (without using fever-reducing medicine).

- If a person **has been evaluated for COVID-19** by a healthcare provider they can return to school once they have satisfied **all 3** of the following requirements:
 - The individual provides documentation showing a negative COVID-19 test.
 - The individual has a resolution of symptoms.
 - The individual has documentation of evaluation by a healthcare provider (clearing a person to return to school)

- If a person **has been diagnosed with COVID-19** by a healthcare provider based on a test, they can return to school once they provide the school with the following:
 - Documentation from the local health department stating they have been released from isolation.

E-FMLA Options: Contact District Office for paperwork (cemory@apw.cnyric.org or x5251)

I am unable to work (or telework were permissible) for the following reasons:

1. I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. I have been advised by a health care provider to self-quarantine related to COVID-19;
3. I am experiencing COVID-19 symptoms and seeking a medical diagnosis;
4. I am caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
5. I am caring for a child under 18 whose school or place of care is closed, or child care provider is unavailable, for reasons related to COVID-19.

For Reasons 1-3:	100% pay up to daily maximum of \$511/day for up to 2 weeks
For Reason 4:	2/3 rd pay up to daily maximum of \$200/day for up to 2 weeks
For Reason 5:	2/3 rd pay up to daily maximum of \$200/day for up to 12 weeks

If you are going to be out for any reason due to COVID, the District Office needs to be notified and paperwork will need to be completed. We can discuss ALL options with you.