



Procedure for COVID-19 Tracing

ISOLATION

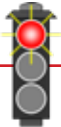
All individuals who have been diagnosed with or are likely to have COVID-19 must isolate themselves.

Employee can only return to work after meeting CDC's recommended guidelines:

1. When at least 10 days have passed since symptoms first appeared **AND**
2. They have been 24-hours fever free without fever reducing medication **AND**
3. Your other symptoms have improved **AND**
4. A doctors note, stating that you have met CDC criteria for isolation or quarantine, has been provided to Health Services at WIP@musd.net **AND**
5. You have received clearance from Human Resources to return to work.

If You have tested Positive or think you may have symptoms of COVID-19:

1. NOTIFY Health Services at (209) 858-0782 or email WIP@musd.net
2. You will be asked to assist in contact tracing with any person you may have had close contact with.
3. Contact your administrator to discuss the interactive dialog process.



SELF-QUARANTINE

Individuals identified as having close contact with a confirmed or likely COVID-19 case will be asked to self-quarantine.

Close contact: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the patient is isolated **OR:**

1. Lives in or has stayed at their residence, **OR**
2. Are intimate sexual partners, **OR**
3. Provide or provided care to them without wearing a mask, gown, and gloves.

Self-quarantine for 14 days from last exposure until:

1. Notified by HR that you are clear to return to work.
2. If you become symptomatic while quarantining, you must notify Health Services at (209) 858-0782 **OR** email WIP@musd.net

Notification of quarantine will be sent from HR to you and your supervisor.



SELF-MONITOR

Individuals that do not meet the criteria of Close contact will be notified to self-monitor and may continue to work following MUSD guidelines.

Self-monitoring includes:

1. Taking your temperature two times a day, once before you go to work and once in the evening,
2. Report any symptoms which may include:
 - Cough
 - Shortness of Breath/breathing difficulty
 - Fever
 - Headache
 - Chills and/or Shaking
 - Fatigue
 - Muscle Pain
 - Sore Throat
 - New loss of taste and smell
 - Congestion/ Runny nose
 - Nausea/Vomiting
 - Diarrhea

Notification of quarantine will be sent from HR to you and your supervisor.



A person is diagnosed with or is likely to have COVID- 19 if he or she has:

- A positive lab test for COVID-19; **OR**
- Signs and symptoms that could be COVID-19 within 14 days of being in close contact with a person who had or was believed to have had COVID-19; **OR**
- A health care provider has said he or she is likely to have COVID-19.