

# August 2021 - UPDATED COVID-19 PROTOCOLS



## Frequently Asked Questions for Employees

### What should I do if I test positive for Covid-19?

Notify the HR Department that you have tested positive ([kristin.marino@lawrence.k12.ma.us](mailto:kristin.marino@lawrence.k12.ma.us)) and include answers to the questions below in your email:

- What was the last date you were in the building? (Please include the name of the building)
- What date did you test positive for Covid?
- If you are symptomatic what date did your symptoms begin?

#### Employees must do the following:

- A. Log time off request into ESS. (May use any available E-PSL, sick, personal or vacation/non-work time.)
- B. Isolate for 10 days from the start date of symptoms or date of positive test.
- C. Return to work if symptoms have improved and has been fever free for 24 hours without the use of fever reducing medication.
- D. Complete the [Return to Work Form](#) after the 10 day isolation period has ended. **RTW Forms received after 6pm will not be reviewed until the following day.**
- E. Attach a copy of original positive PCR Covid test results.
- F. Wait for approval to return to work in person.
- G. **Do NOT return to work unless you receive a clearance e-mail. Clearance e-mails will be sent to your LPS e-mail address.**

Nancy Walsh, Director of Nursing Services, ([nancy.walsh@lawrence.k12.ma.us](mailto:nancy.walsh@lawrence.k12.ma.us)) can be contacted with questions pertaining to the Covid return to work protocol.

### What should I do if I was exposed to someone who tests positive for Covid-19?

- Have you been diagnosed with Covid in the last 90 days?
- Have you received either 2 doses of the Moderna or Pfizer vaccine or a single dose of the Janssen vaccine, at least 14 days ago?
  - If the answer **is yes to either question** you do not have to quarantine unless symptomatic.

#### Employees must do the following:

- Complete the [Return to Work Form](#) (RTW) and attach a copy of vaccine card **OR** positive PCR test results that is dated within the last 90 days.
  - **If symptomatic**, regardless of vaccination status or if you have tested positive for Covid in last 90 days, notify the HR Department ([kristin.marino@lawrence.k12.ma.us](mailto:kristin.marino@lawrence.k12.ma.us)) and include answers to the questions below in your email:
- What was the last day you were in the building? (Please include the name of the building)
- What was the most recent date of contact with the positive Covid case?

- **When did the positive case test positive for Covid?**
- **When did the positive case become symptomatic, if they have symptoms?**
- **If you live with the positive case, are you able to completely isolate yourself?**
- **If you are symptomatic, what date did your symptoms begin?**

**Employees must do the following:**

- Log time off request into ESS. (May use any available E-PSL, sick, personal or vacation/non-work time.)
- If symptomatic get PCR Covid test done immediately.
- If asymptomatic, have a PCR Covid test on day 5 or later of quarantine.
- Must quarantine.
  - a. If quarantine is due to an exposure outside LPS see attached quarantine guidelines here [Tiered Quarantine Exposure Outside of LPS](#).
  - b. If quarantine is due to a work exposure see attached quarantine guidelines here [Tiered Quarantine In School Exposure](#).
- Complete the [Return to Work Form](#) (RTW) after the quarantine period has ended and attach a copy of the negative PCR Covid results.
- Wait for approval to return to work in person. **RTW Forms received after 6pm will not be reviewed until the following day.**
- **Do NOT return to work unless you receive a clearance e-mail. Clearance e-mails will be sent to your LPS e-mail address.**

Nancy Walsh, Director of Nursing Services, ([nancy.walsh@lawrence.k12.ma.us](mailto:nancy.walsh@lawrence.k12.ma.us)) can be contacted with questions pertaining to the Covid return to work protocol.

**What should I do if I am symptomatic for Covid-19?**

Notify the HR Department ([kristin.marino@lawrence.k12.ma.us](mailto:kristin.marino@lawrence.k12.ma.us)) and include answers to the questions below in your email:

- **What was the last date you were in the building?** (Please include the name of the building)
- **What date did your symptoms begin?**

**Employee must do the following:**

- A. Log time off request into ESS. (May use any available E-PSL, sick, personal or vacation/non-work time.)
- B. Contact their healthcare provider.
- C. Receive a negative PCR Covid test result **OR** a doctor's note stating an alternative diagnosis for symptoms.
- D. Complete the [Return to Work Form](#) and attach a copy of negative PCR Covid test result **OR** a doctor's note stating an alternative diagnosis for symptoms.
- E. Wait for approval to return to work in person. **RTW Forms received after 6pm will not be reviewed until the following day.**
- F. **Do NOT return to work unless you receive a clearance e-mail. Clearance e-mails will be sent to your LPS e-mail address.**

Nancy Walsh, Director of Nursing Services, ([nancy.walsh@lawrence.k12.ma.us](mailto:nancy.walsh@lawrence.k12.ma.us)) can be contacted with questions pertaining to the Covid return to work protocol.

## **What is the Massachusetts COVID-19 Emergency Paid Sick Leave (E-PSL)?**

The Massachusetts COVID-19 Emergency Paid Sick Leave law requires employers to provide up to one week of paid sick leave to employees who need leave for a covered COVID-19 related reason. Mass COVID-19 E-PSL is available from May 28, 2021 through September 30, 2021 (or until the exhaustion of \$75 M in program funds).

### **Reasons for Leave:**

Employees can take leave for the following reasons:

To take care of themselves or get medical treatment due to a COVID-19 diagnosis or symptoms, or to get or recover from a COVID-19 immunization.

To quarantine as required by a local, state, or federal public official, a health authority having jurisdiction, or a health care provider.

Employees can also take leave if they must care for a family member in any of the above situations

Covered family members are an employee's spouse, domestic partner, child, parent, grandchild, grandparent, or sibling, a parent of the employee's spouse or domestic partner, or a person who stood in loco parentis to the employee when the employee was a minor child.

### **Requests for Leave:**

To request Massachusetts COVID-19 Emergency Paid Sick Leave (E-PSL) complete the [MA COVID-19 Emergency Paid Sick Leave \(E-PSL\) Request Form](#) and attach any necessary supporting documentation before taking leave or as soon as practicable.