



## Frequently Asked Questions for Employees

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

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:

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 yes, you do not have to quarantine unless symptomatic.
- If symptomatic **or response is no**, continue with questions below...
  - 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?
  - If you live with the positive case, when did they test positive for Covid?
  - If you live with the positive case, are you able to completely isolate yourself?
  - When did the positive case become symptomatic, if they have symptoms?
  - If you are symptomatic, what date did your symptoms begin?

Employees must do the following:

- A. If symptomatic get tested immediately.
- B. If asymptomatic, have a PCR Covid test on day 5 or later of quarantine.
- C. Must quarantine for 14 days from date of exposure.
- D. Use any available sick, personal or vacation time during quarantine period. Please note in the comment box "Covid Related" when entering time off request in ESS.
- E. Complete the [Return to Work Form](#) (RTW) after the quarantine period has ended and attach a copy of the negative PCR Covid results.
- F. Wait for approval to return to work in person. **RTW Forms received after 6pm will not be reviewed until the following day.**
- G. **Do NOT return to work unless you receive a clearance email.**

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 Covid-19 at work?

You will be notified by the LPS Health & Nursing Services Department with additional guidance.

Employees must do the following:

- A. Work remotely unless not able to do so due to sickness. Do not log absences into ESS.
- B. Must quarantine for 14 days from date of exposure.
- C. If symptomatic, the employee should test immediately.
- D. Must have a PCR Covid test on day 5 or later of their quarantine.
- E. Complete the [Return to Work Form](#) after their quarantine period has ended. Attach a copy of the negative PCR Covid results.
- F. Wait for approval to return to work in person. **RTW Forms received after 6pm will not be reviewed until the following day.**
- G. **Do NOT return to work unless you receive a clearance e-mail.**

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 test positive for Covid-19 outside LPS?**

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 may use any available sick, personal or vacation time during their isolation period. Please note in the comment box "Covid Related" when entering a request for time off in ESS.

If employee is symptomatic or NOT experiencing symptoms, they must:

- Isolate for 10 days from the start date of symptoms or date of positive test.
- Return to work if symptoms have improved and has been fever free for 24 hours without the use of fever reducing medication.
- Complete the [Return to Work Form](#) after the isolation period has ended. **RTW Forms received after 6pm will not be reviewed until the following day.**
- Attach a copy of original positive PCR Covid test results.
- Wait for approval to return to work in person.
- Do NOT return to work unless you receive a clearance email.**

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 test positive for Covid-19 from contact/exposure at work?**

You will be notified by the LPS Health & Nursing Services Department with additional guidance.

Employees will work remotely unless not able to due to sickness. Do not log absences into ESS.

If employee is symptomatic or NOT experiencing symptoms:

- Must isolate for 10 days from the start date of symptoms or date of positive test.
- Return to work if symptoms have improved and has been fever free for 24 hours without the use of fever reducing medication.
- Complete the [Return to Work Form](#) after their isolation period has ended
- Attach a copy of original positive PCR Covid test 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.**

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?**

Employees may use any available sick, personal or vacation time during their isolation/quarantine period. Please note in the comment box "Covid Related" when entering a request for time off in ESS.

Employees must:

- A. Contact their healthcare provider.
- B. Return to work with doctor's note stating an alternative diagnosis for the symptoms **OR** a negative PCR Covid test result.
- C. Complete the [Return to Work Form](#) for approval to return to work in person. **RTW Forms received after 6pm will not be reviewed until the following day.**
- D. Attach doctor's note stating an alternative diagnosis for symptoms **OR** a negative PCR Covid test result.
- E. **Do NOT return to work unless you receive a clearance email.**

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 have traveled?**

- A. Complete the [Return to Work Form](#) for approval to return to work in person after travel no more than 24 hours before returning to Massachusetts.
- B. **RTW Forms received after 6pm will not be reviewed until the following day.**
- C. **Do NOT return to work unless you receive a clearance email.**
- D. **Employees who need to quarantine or wait for a negative PCR Covid test result after traveling must request vacation, personal and/or sick time (in this order) for the quarantine period.**

### **Massachusetts Travel Advisory**

- As of Monday, March 22, all visitors entering Massachusetts, including returning residents, are **advised** to quarantine for 10 days upon their arrival.
- Travelers are exempt from this advisory if they have a negative COVID-19 test result that has been administered up to 72 hours prior to their arrival in Massachusetts. If not obtained before entry to Massachusetts, a test may be obtained after arrival, as long as travelers quarantine until a negative test result has been received.
- Anyone who is returning to Massachusetts after an absence of fewer than 24 hours is exempt from this advisory.
- Workers who enter Massachusetts to perform critical infrastructure functions (as specified by the Federal Cybersecurity and Infrastructure Security Agency) are exempt from this advisory while they are commuting to or from or while at work.
- Travelers who are fully vaccinated (i.e. who have received two doses of either the Moderna or Pfizer COVID-19 vaccines OR who have received a single dose of the Johnson & Johnson vaccine, (14 days or more ago) and who do not have symptoms are exempt from this advisory.
- Travelers are encouraged to consult and follow the CDC's guidelines and requirements for travel.

#### CDC Guidance

All air passengers coming to the United States, including U.S. citizens, are **required** to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States. See the [Frequently Asked Questions](#) for more information.