



RETURN TO WORK GUIDE FOR STAFF

January 2021



FORWARD
TOGETHER
NOW



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GUIDING PRINCIPLES

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The responsibility to reduce the impact of COVID-19 outbreaks is the responsibility of all RCSD staff and students. This guidance document is intended for planning purposes. Additional guidance may be needed as COVID-19 outbreak conditions change, including new information about the virus, its transmission, and impacts, as it becomes available.

We are committed to transparent communication about this disease and its impact on you and our students. The health and safety of our students, our staff, and their families is our top priority. We want students and employees to feel comfortable and safe returning to school campuses. Our reopening plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), and the New York State Education Department (NYSED).

It is possible that we may need to alternate between in-person and remote learning throughout the year due to recommendations and guidance from our partnering agencies and stay-at-home orders from the Governor. The infection level, the spread of the virus, and response to the disease in our community will be at the forefront of our decision-making as we move to open our schools.

Welcome Back, Staff!

December 9, 2020


Welcome back! I am thrilled that we are returning back to school under a hybrid model of instruction. I have missed the opportunity to visit with you and our students in-person. We are committed to providing a safe and healthy environment for you and our students returning to in-person learning. Throughout our reevaluation and planning, two core principles continue to guide our work – the health and safety of our students and staff and the goal of providing a high-quality learning experience to our students.



This return to work guide for staff is designed to give you the information and resources needed to help ease the transition to in-person learning. While we know how rapidly circumstances can change with COVID-19, we are prepared to act quickly, with guidance and support from Monroe County health officials.

Thank you for your ongoing support, patience, and flexibility. I can't wait to see you and our scholars. We are here to support you and will do all that we can to ensure you have the materials and supports necessary to be successful.
Thank you.

Sincerely,


Lesli Myers-Small, Ed.D.
Superintendent of Schools

Health & Safety

Daily Health Screening

It is a New York State requirement that all employees complete a daily health screening questionnaire before reporting to work each day. Thus as a RCSD employee, you are required to login and complete the electronic daily health screening questionnaire. This health screening questionnaire is emailed to all staff each morning. The health screening questionnaire is person specific. This means that the assessment link that is sent is created for that individual employee who receives the email. Employees should not share their links with others.

District staff will be expected to comply with Department of Health requirements for COVID testing. More information will be provided to ensure compliance.

On days that you have a **scheduled day off** from work, you are not required to complete a questionnaire. However, if you become sick the health screening questionnaire should be completed. If the health screening questionnaire is normally completed on-site, DO NOT report to work to fill out the form. Instead, contact the Office of Human Resources Benefits Team at 585-262-8206 or email Benefits at benefits@rcsdk12.org, in which a Benefit staff member will document the illness on your behalf.

Do Not Attend

If a fever (temperature above 100.0°F) is recorded or if any of the answers to the questions on the electronic daily health screening questionnaire are yes, you are asked to stay home and contact the Office of Human Resources Benefits Team at 585-262-8206 or email Benefits at benefits@rcsdk12.org. You should also contact your supervisor and follow the District's normal absence reporting process to either take the day off or work from home when ill, as applicable.



Temperature Screening

Daily, all staff will take their temperatures at home. If you haven't taken the daily health questionnaire, you will need to take it upon arrival to work at one of the building screening kiosks. If a fever (temperature above 100.0°F) is recorded at home, you should wait 15 minutes and retake your temperature again. If after 15 minutes your temperature is still

above 100.0°F, then stay home and report your findings to your supervisor and contact the District's Office of Human Resources Benefits Team at 585-262-8206 or email benefits@rcsdk12.org

Notify Benefits

Contact the District's Office of Human Resources Benefits Team at 585-262-8206 or email benefits@rcsdk12.org if:

- You are diagnosed with COVID-19;
- A healthcare provider instructs you to self-isolate because you are experiencing COVID-19 symptoms;
- You are experiencing COVID-19 like symptoms and/or you have been in close contact with someone who has COVID-19 (even if not experiencing symptoms);
- You have been mandated to isolate or quarantine by the Monroe County Department of Public Health (MCDPH).

Visitors

All Rochester City School District buildings are closed to the public until further notice. If needed, visitors may be allowed by appointment only.

Accommodation

If you need or have submitted an accommodation request, you should contact the Office of Human Resources Benefits Team at Benefits@rcsdk12.org (585) 262-8206.

Protocols for Exposures, Symptoms, Testing & Illness

Return from travel advisory location during past 14 days to Travel Advisory (No symptoms)

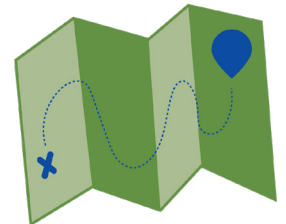
QUARANTINE

If you have traveled out of New York State within the last 14 days you may need to self-quarantine prior to entering a RCSD facility. You cannot work on-site. However, if your job role allows you may be able to work remotely. The option to work remotely will need to be reviewed with your supervisor and the Office of Human Resources Benefits Team. Required steps to take upon return from noncontiguous states:

- take a COVID-19 test within three days of return to NYS
- quarantine for three days after return to NYS
- take a COVID-19 test on the fourth day after returning to NYS

If you receive negative results from both COVID-19 tests you may be able to return to work. Please notify your supervisor and contact the Office of Human Resources Benefits Team directly at benefits@rcsdk12.org

If travel is less than 24 hours, no quarantine is necessary, but a COVID-19 test must still be taken on the fourth day of their return to NYS.



Please note: that COVID-19 test taken as a result of travel may not be covered by the RCSD health plan. All travelers outside of NYS and the not within the contiguous states must fill out the [NYS Travel Health Form](#).

Family/Household COVID-19 Case

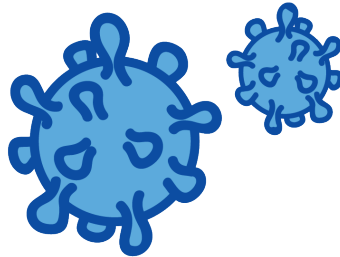
If someone in your household has been diagnosed with COVID-19, you will be asked to quarantine by the Monroe County Department of Public Health (MCDPH). They will be in daily contact and will assess when you will be released to return back to work. You can contact the Office of Human Resources Benefits Team directly at Benefits@rcsdk12.org to discuss leave options. Return to work or use of sick time will be discussed with you individually.

Exposure to positive COVID-19 Case (No symptoms)

QUARANTINED by Doctor/Health Department You cannot attend onsite work.

If role allows, you may work remotely

Return to work: A quarantine release notice from MCPHD is required before returning. You may not return to work until criteria is met and documentation is analyzed by the Office of Human Resources Benefits Team.



COVID-19 Positive test for staff

If a staff member tests positive in a school, principals can relocate the classroom, utilize emergency substitute plans, the classroom will get sanitized and students can come back to the classroom in 20 minutes after the room has been disinfected.

COVID-19 Positive test for students

The student will be escorted immediately to a containment room and a nurse will contact a parent/caregiver. Students will remain in the room with an adult, with all parties adhering to proper social distancing and face coverings, until a family member can pick them up. If a student tests positive in-school, the building administrator needs to alert transportation immediately. Buses are disinfected in between runs.

Cannot attend onsite work.

If role allows may work remotely

You can contact the Office of Human Resources Benefits Team directly at benefits@rcsdk12.org

Stay home for 14-day quarantine post COVID-19 exposure as directed by the Monroe County Public Health Department (MCPHD).

ISOLATION

If you have been told to isolate or have elected to self-isolate you cannot attend onsite work. However, you may be able to work remotely if your job role permits this. The option to work remotely must be discussed with your supervisor and the Office of Human Resources Benefits Team.

You can contact the Office of Human Resources Benefits Team directly at benefits@rcsdk12.org

Return to work: If you have any new or worsening symptoms of COVID-19, you may not return to work on-site until you are assessed by your healthcare provider (HCP).

If you are not evaluated by a HCP within 48 hours, you will be assumed positive and MCDPH will be notified.

If you refuse a HCP recommended COVID-19 test or there is not a result within 48 hours, you are presumed to be positive and MCDPH will be notified.

You may only return to work with a note from a HCP of a known chronic condition or a confirmed acute illness. The note must reviewed by the Office of Human Resources Benefits Team prior to return.

Positive COVID-19 test (Even if no symptoms)

ISOLATION

You cannot attend onsite work. If role allows, you may work remotely. Contact the Office of Human Resources Benefits Team at 585-262-8206 or email benefits@rcsdk12.org.

Isolate at home for at least 14 days after positive test or as directed by the MCDPH.

Return to work: You may not return to on-site work without note from the MCDPH indicating release from isolation. You may not return to work until documentation is reviewed by Health Services for staff.

Positive COVID-19 test and symptom(s) of COVID-19 ISOLATION

You cannot attend onsite work. If role allows, you may work remotely.

Contact the Benefits Department at 585-262-8206 or email benefits@rcsdk12.org

Isolate at home for at least 14 days after positive COVID-19 test or as directed by the MCDPH.

Return to work (all criteria must be met):

- Must be 14 days since first symptom(s)
- No fever for three days without fever reducing medication
- Has felt well for three days
- Note must be provided from MCDHP releasing person from isolation

What is isolation?

Separating people who are ill from others who are not ill to keep the disease from spreading.

What is quarantine?

Quarantine = stay at home. Typical period is a minimum of 14 days since last exposure and symptom free.

Can I be seen at an Urgent Care facility?

For patients with a primary care provider, evaluation by that provider/practice is encouraged. Evaluation by an acute health care provider at urgent care is acceptable.

What happens if an employee refuses a COVID-19 test?

If you are experiencing one or more COVID-19 symptoms and are referred for testing but refuse to test, you are presumed positive for COVID-19 and must isolate at home until released by the Monroe County Department of Public Health.

Habits at Work

Face Masks & Coverings

Students and staff in the Rochester City School District are expected to wear a face covering. Only students with a signed MCDPH Medical Exemption Statement for Children 2-18 Years of Age form will be exempted from wearing a face cover. CDC and the New York State Department of Health recommended that everyone two years and older wear a cloth face covering that covers their nose and mouth when they are out in the community and at school. In the event that a student or staff member needs a mask, one will be provided to them from their assigned school or supervisor.

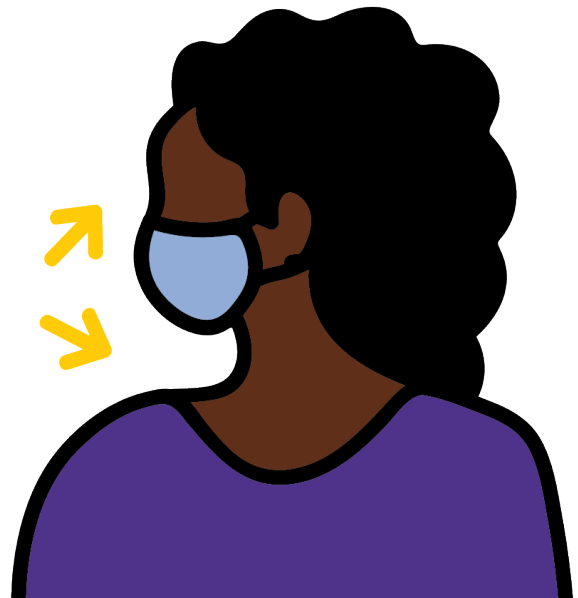
Proper Use & Care

Wear face coverings properly by covering the nose and mouth and securing with ties or ear loops. Wash cloth face coverings routinely after use. Wash hands prior to removal of mask to prevent contamination. Disposable face coverings are disposed of in the regular trash.

Asthma & Exceptions

Students and staff who have asthma are asked to wear face masks or face coverings. Only students with a signed MCDPH Medical Exemption Statement will be exempted from face cover wear. Other current MCDPH acceptable diagnoses to justify exemption include:

- A previously documented neuromuscular disorder that makes it difficult for a child to remove a mask themselves, or
- A child with a previously diagnosed, severe developmental/behavioral problem, or
- A child with a diagnosis of Serious Emotional Disturbance (SED) or other significant mental health problem, currently in the care of a behavioral health team, and it is believed by this team that wearing a face mask would lead to worsening emotional harm. If this is the case than a signed MCDPH Medical Examination Statement must be provided to the School Nurse. Students who are exempted from face cover wear, but may tolerate other PPE that may provide some source control, will wear alternative PPE. There are currently no staff exemptions.

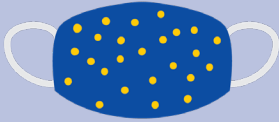




When/Where to Wear

Masks do not need to be worn while eating; however, six feet of social distance for both students and staff is required to be maintained. Wear face covering whenever within six feet of someone, in hallways, in restrooms, in classrooms, on buses, and any area that is a congregate setting. Masks will be worn in classrooms at all times unless a mask break is being provided. Mask breaks will only be provided when six feet of social distance is guaranteed.

Wearing a mask does not negate the practice of social distancing. Social distancing of six feet for most activities and 12 feet for activities requiring projecting the voice,

Which face covering is for me?

	Cloth Face Covering	Disposable Mask	N95 Mask
			
Who should wear	Recommended for staff.	Recommended for staff when cloth mask is not available.	For use by custodial and healthcare workers only.
How to wear	Loose fitting. Nose and mouth covered. Fit snugly but comfortably against the side of the face, secure with ties or ear loops, include multiple layers of fabric and allow for breathing without restriction.	Loose fitting. Nose and mouth covered.	
Function	Provides some protection. Prevents wearer from possibly transmitting infectious respiratory droplets to others.		
Wash or toss?	Wash routinely after use. Wash hands prior to removal of mask. Once cloth mask is removed, wash before wearing again. If you need to remove mask during the course of your day, have more than one mask available to use.	Disposable. Discard after being soiled by nose or mouth. Do not touch eyes, nose, or mouth when removing. Wash hands immediately after removal.	

such as singing, playing a wind instrument, or activity that results in heavy breathing, such as physical education class, should be maintained whenever possible.

Face Shields

A face shield worn alone without a mask or face covering is not adequate protection or source control for COVID-19. If wearing a face shield, a mask or face covering must also be worn.

Hygiene

Frequent Handwashing

Hand hygiene means cleaning your hands by using either handwashing (washing hands with soap and water), antiseptic hand wash, antiseptic hand rub (e.g. alcohol-based hand sanitizer including foam or gel). Hand washing is best practice. Hand sanitizer is used only on those occasions when there is no sink with soap and water available.

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer should not be used on visibly soiled hands.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Fingernails & Jewelry

- Germs can live under fingernails both before and after using an alcohol-based hand sanitizer and handwashing.
- It is recommended to keep nails shorter and be sure to clean under nails when washing hands.
- Some studies have shown that skin underneath rings contains more germs than comparable areas of skin on fingers without rings so be mindful to wash and sanitize beneath jewelry.

Medical or Food Grade Gloves

Gloves are not needed for regular day-to-day activities by most school employees. School personnel, such as nurses, teaching assistants, and food service providers, will continue the need to use gloves. Gloves worn by

healthcare providers are worn when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated skin, or contaminated equipment could occur. Food service workers also wear gloves to reduce spread of food borne illness.

- Gloves are not a substitute for hand hygiene.
- If a task requires gloves, perform hand hygiene prior to donning gloves.
- Perform hand hygiene immediately after removing gloves.
- Change gloves and perform hand hygiene during task, if gloves become damaged, or if gloves become visibly

- soiled following a task.
- Never wear the same pair of gloves in the care of more than one person. Food service workers are to change gloves between preparing raw and cooked foods.
- Carefully remove gloves to prevent hand contamination.
- Perform hand hygiene prior to wearing and after removing gloves.

How to Remove Gloves



1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2. Peel the glove away from your body, pulling it inside out.



3. Hold the glove you just removed in your gloved hand.



4. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6. Dispose of the gloves safely. Do not reuse the gloves.



7. Clean your hands immediately after removing gloves.

Adapted from workers' compensation board of BC

Respiratory Hygiene, Coughs & Sneezes

Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Use tissues and throw them away in trash receptacle. Avoid touching your nose or mouth. Wash your hands or use a hand sanitizer after touching your nose or mouth.

Sanitary Supplies

Supplies will be provided to support healthy hygiene behaviors including, hand sanitizer with at least 60 percent alcohol and tissues. The District is stocked and will ensure each building starts with a one-month supply.

Personal Protective Equipment

Additional personal protective equipment (PPE) is available for those students and staff who are at risk for severe COVID-19 illness and may need additional PPE, or staff who work with students with certain disabilities. Additional PPE equipment may be requested through a staff member's direct supervisor.

Social Distance

Avoid Close Contact

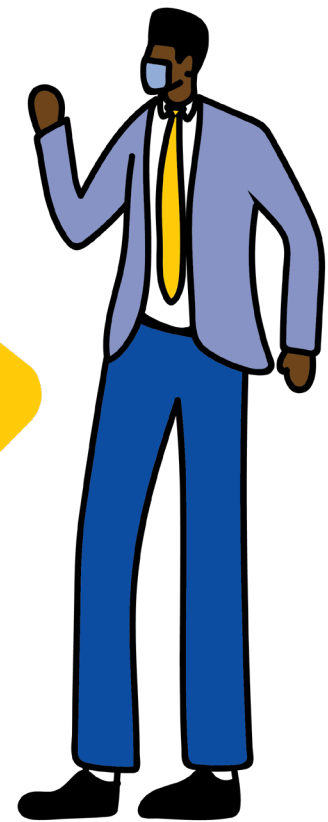
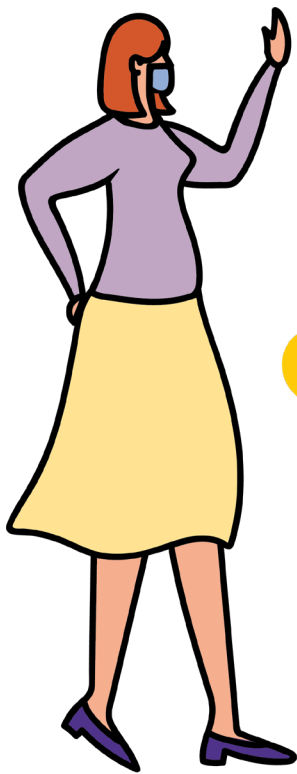
Close contact is defined as exposure from more than 15 continuous minutes, AND within six feet AND during the periods starting 48 hours before symptoms appear until the time the infected person is isolated, AND one or both people were not wearing mask.

Classroom Workspace

All furniture is arranged to ensure appropriate social distancing. Please do not rearrange furniture.

Non-Classroom Workspace

Your supervisor will ensure that your office space maintains a distance of six feet between staff. If physical barriers do not exist or cannot be made available, then staff will utilize alternate work spaces or rotate work schedules using staggered shifts, every other day models, with work-from-home and telecommuting allowable on that basis. If the nature of the task requires less than six feet of space, face covers must be worn at all times.



Transportation

Transportation activities will be conducted consistent with State-issued public transit guidance and NYSED school reopening guidelines. Students and school staff must always wear acceptable face coverings on school buses (e.g., entering, exiting, and seated) and should maintain appropriate social distancing to the extent practicable.

Meetings

Avoid in-person meetings even when in proximity. Use email, teleconference or phone calls to communicate as needed. Unavoidable in-person meetings should be short and in a large space where people can sit six feet apart from each other; avoid any physical contact, such as handshaking. Staff are expected to be on camera when meeting with and working with students.

Limit Interaction with the Public

Establish practices that encourage the public to limit visits to your office/worksites. Instead, encourage email, phone, or teleconference. The public should be limited from entering worksites and, if necessary, arranged by appointment. Consider setting visitation hours for this purpose. Require face masks and coverings for the public. At this time there will be no building permits for outside organizations or after-school programs.

Avoid Travel

Eliminate unnecessary travel between schools/sites and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions. Any that are required can be held through phone or teleconference. Limit travel between buildings as much as possible. Always sign in at each building. Complete self-check list at the beginning of each work day prior to entering first building of the day.

Shared Spaces

Do not congregate in work rooms, hallways, copier rooms, or others' areas where people socialize. Keep six feet apart whenever possible. Avoid visiting other's workspaces.

Break rooms and lunchrooms should be avoided. Consider eating lunch on your own at your desk. Always perform hand hygiene before and after use of shared equipment, such as copy/fax machines. Try to avoid use of shared refrigerators but if needed, perform hand hygiene prior to and after use.

OT/PT service providers can use their equipment to provide therapy and services to students. Equipment needs to be sanitized in between visits with students by the service provider.

Clean & Safe Buildings

Daily Disinfecting

The District follows guidelines by the CDC and NYSDOH for cleaning and disinfecting and will be doing both daily. Custodial staff will be diligent about disinfecting high-contact surfaces that could spread COVID-19 including but not limited to:

- Countertops
- Desks and chairs
- Door knobs and handles
- Drinking fountains
- Light switches
- Sinks and plumbing fixtures
- Telephones

Custodians will provide spray bottles of an Environmental Protection Agency (EPA) approved disinfectant and paper towels to building staff members. Buildings will be disinfecting by custodial staff during non-occupied hours using electrostatic sprayers and/or fogging style applicators with an EPA approved disinfectant.

You will not be allowed to bring your own chemical or disinfectants from home as there is a law that regulates which chemicals and disinfectants can be used in schools.

Deep Cleaning & Disinfecting

Deep cleaning and disinfecting will be done on Wednesdays and Fridays at this time.

When someone is sick

If someone is identified by a building administrator or Human Resources as suspected of being ill, custodians will disinfect in accordance with the procedures above in areas of the building where the person was present.

If someone is confirmed to have COVID-19, the District will seek direction from the Monroe County Public Health Department as well as the CDC's reopening decision tool. Sections of the building or the entire building may be closed for further disinfection or disinfected during off hours.

Drinking Fountains

One working water fountain is required for every one hundred building occupants. Water fountain use will be limited to bottle fillers whenever possible. When a bottle filler is not available, a water fountain must remain in use to meet building code requirements. Signage will be provided at water fountains and bottle fillers on safe use.

Main Office

Sneeze guards and general barriers have been installed in all of our main offices in our schools and on counters frequently used by the public.

Elevators

Building occupants are encouraged to use stairs. If elevator use is needed, Principals will review the requests and grant usage through an elevator key, card access, or code depending on the building. Students need an adult chaperone to use an elevator with a maximum of three people in the elevator at a time. Face coverings must be worn at all times when using elevators.

Heating Ventilation and Air Conditioning (HVAC)

HVAC systems will be operated in accordance with NYSDOH, NYSED, and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) requirements and guidance, including the following:

- Buildings will be operated for longer periods of time in "occupied" mode so that additional fresh air and ventilation are brought into spaces and air is exchanged more frequently.
- HVAC equipment controls have been programmed to increase air exchanges where applicable.
- Air filtration will be increased by utilizing higher rated MERV filters in HVAC equipment with a goal of MERV 13 minimum, where applicable.
- HVAC coils will be cleaned and sanitized in accordance with manufacturer's directions.
- When weather permits and practical, windows will be opened to bring in additional outside air.
- The number of students in classrooms will be reduced.

COVID-19 Case Protocols

Training

COVID-19 training for staff will be through webinars, professional development sessions, virtual meetings, electronic communication, signage and posts concerning COVID-19 will be continuously updated on the Rochester City School District Re-Opening COVID-19 webpage.

Please direct any questions concerning COVID-19 directly to the building resource person (School Nurse or the Office of Human Resources Benefits Team at (585) 262-8206 or email benefits@rcsdk12.org

Additional reputable resources for COVID-19 can be found from the Centers for Disease Control and Prevention, New York State Department of Health, and the Monroe County Department of Public Health.

Need Assistance?

NexGen Employee Assistance Program (EAP)[®]

No-cost, 24/7 confidential solutions to life's challenges.

Whatever the issue, your EAP program can help sort it out.

The program is provided free of charge and offers someone to talk to and resources to consult whenever and wherever you need them, 24 hours a day, seven days a week.

Email

www.nexgeneap.com

Member ID Number: 99037010

Group ID: 9045

Call

1-800-327-2255

Office of Human Resources

Benefits Team

benefits@rcsdk12.org | (585)262-8206

Health Concerns

Centers for Disease Control and Prevention (CDC)

www.cdc.gov

New York State Department of Health

www.health.ny.gov

Monroe County Department of Public Health

COVID19@monroecounty.gov

585-753-5555

COVID-19 Testing Sites

coronavirus.health.ny.gov/covid-19-testing

Can I Go to Work?

In the past 10 days, have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES

NO

Was the test result positive OR are you still waiting for the results?

YES

You cannot go to work today and must stay in isolation (at home and away from others) until your test results are back and are negative OR if positive, the local health department has released you from isolation.

In the last 14 days, have you

- Traveled internationally to a CDC level 2 or 3 COVID-19 related travel health notice country: or
- Traveled to a state or territory on the NYS Travel Advisory List: or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

YES

All employees that travel outside New York State upon arrival in the state must quarantine for 14 days.

To test out of the mandatory 14-day quarantine:

- You must obtain a test within three days of arrival in New York.
- You must, upon arrival in New York, quarantine for 3 days.
- On day 4 of your quarantine, you must take another COVID-19 test.

Once both tests are negative you may return to work.

NO

Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100°F (37.8°C)
- Fell feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose

YES

You cannot go to work. 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.

NO

You can go to work. Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.

Report absences, symptoms, and positive COVID-19 test results to the Human Resources Benefits team at 585-262-8206 or email benefits@rcsdk12.org

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are you 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

I have COVID-19 symptoms. When can I go back to work?

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.

OR

HCP gives alternate diagnosis

COVID-19 diagnostic test recommended but not done and no alternate diagnosis

NOT evaluated by HCP

STAY OUT
and in isolation until test result in back

POSITIVE TEST RESULT

NEGATIVE TEST RESULT

You 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 work.

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 work with:

- A note from HCP indicating the test was negative OR
- Provide a copy of the negative test result.

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 work. You may return to work according to the usual guidelines for that diagnosis.

NOTE: a signed HCP note documenting unconfirmed acute illnesses, such a viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

You must remain in isolation at home and are not able to go back to work 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.

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.



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Aaniyah Simmons

Superintendent of Schools

Dr. Lesli C. Myers-Small

The Rochester City School District does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations.

Updated as of 12/17/20