



Guidance for Supervisors COVID-19

Coordinated School Health (monicas.adamian@cms.k12.nc.us) 704-965-3150

Public Health Hotline 980-314-9400

What happens if someone tests positive for COVID-19?

Any positive test is reported to the health department in the county where the person lives. When someone tests positive, the health department will contact the person to ensure they are aware of their diagnosis, review home isolation requirements and assess their social service needs. Contact tracing will be conducted to identify anyone who was in close contact to the patient for up to 48 hours before they showed symptoms. Close contact includes household members and anyone who was within 6 feet of the patient for more than 15 minutes during the time period they were infectious. The health department attempts to notify anyone who was identified as potentially exposed. For school-related exposures, the health department works directly with CMS to identify close contacts and notify anyone who may have been exposed. Supervisors may be asked to do the contact tracing related to the workplace.

What should the supervisor do if an employee reports receiving a positive COVID-19 test?

- Email [COVID reporting template](#) to Communicable Diseases to report a case:
 - Shawn Wilson, CD Nurse: Shawn.Wilson@MecklenburgCountyNC.gov,
 - Pam Coffman, CD Nurse Pamela.Coffman@MecklenburgCountyNC.gov and
 - Brian Lackey, CD Nurse Supervisor: Brian.Lackey@MecklenburgCountyNC.gov
- Ensure the employee is not at work and any members of the household (spouse, parents, siblings, children etc.) that work for CMS or attend school are quarantined as direct contacts.
- If employee works in a school, notify school Principal and coordinate reporting requirements
- Submit [DRT Form](#)
- The employee must stay isolated until they are released by their physician and/or the health department's order.
- If the employee is well enough and their job duties allow them to perform work remotely, this option may be available.
- Ensure necessary disinfection protocols are followed:
 - All buildings have frequent routine cleaning of high-touch areas.
 - If an individual was in a CMS facility within two days of symptoms developing, a specialized disinfecting process will be performed, focusing on areas of the building in which the individual spent 30 minutes or more.
 - Close off area until appropriate disinfecting can be completed or greater than seven days have passed since the individual occupied the location.

Supervisor should identify:

- When the employee got tested?
- What is the employee's role / job title?
- When was the last day the employee was at work?
- When did any symptoms start?
- Determine if the employee was in a school or other CMS facility within two days of the start of symptoms (if no symptoms, use the date of the test).
 - Contact tracing and identification of close contacts is only necessary if employee was at work within 2 days of symptoms starting.

Notification/Communication Guidelines

- Any notifications must maintain confidentiality in accordance with state and federal laws. Official Mecklenburg County Public Health (MCPH) notifications must be approved by MCPH.
- School principals or supervisors may send out an initial communication through CMS to notify staff and families prior to MCPH confirmation. The MCPH notification letter(s) will still be sent.
- If the employee has been out of school or work for at least 14 days prior to symptoms or test (if no symptoms), then no notification is required.
- If employee was in the school or work place within 14 days of symptoms developing or test, work with Mecklenburg County Public Health for initial guidance, which may include:
 - Identifying others in the building who the employee had been in close contact with, within 48 hours of experiencing symptoms or date of test, if no symptoms. This includes anyone who was within 6 feet of the student for more than a total 15 minutes during the time period they were infectious.
 - Close contacts receive an exposure letter instructing them to quarantine for 14 days after the date of exposure.
 - Employees working in a school should receive communication from the school.
 - Employees in non-school buildings will receive non-exposure notification based on the building and department set up within the building. A non-exposure communication will state that someone tested positive in the building and that any close contact would receive additional information and further communication.
- Supervisors with employees working in schools will need to **notify the Principal** or building owner that an employee or group of employees have been impacted by COVID-19 in order for the school or other CMS facility to provide proper notification to staff and parents.

When can an employee return to work in-person after a positive COVID-19 test?

- The employee must isolate until all three of the below items are true:

- It has been at least 10 days since symptoms started, or 10 days since the test if no symptoms are experienced.
- It has been at least 24 hours since the individual experienced any fever (with no fever-reducing medicine).
- All symptoms are showing improvement.

What if Supervisor receive questions from staff concerned about the non-exposure notice

- Advise the individual to consult with their healthcare provider and/or access available testing from the [Mecklenburg County COVID-19 Testing Site Locator website](#). The decision to get tested is up to the individual.
- If additional questions, direct them to call the Public Health Hotline at 980-314-9400.
- Reassure them that those who were in close contact have been notified directly that they have been exposed and instructed to self-quarantine.
- Staff or students who are **NOT** identified as close contacts do **NOT** need to self-quarantine, even if they were in the building at the same time. They should self-monitor for symptoms and stay home and seek evaluation if any symptoms develop.
- Based on privacy regulations, we are unable to provide any information about the individual who tested positive.
- Anyone who develops any symptoms should stay home until further evaluation.

What if an employee develops COVID-19 symptoms?

Symptoms include: fever of 100.4 or higher, chills, new cough, shortness of breath, new loss of taste or smell.

- The employee must leave work or not report to work.
- If the employee has symptoms, they should be tested for COVID-19.
- Instruct them to consult with their healthcare provider and/or access available testing from the [Mecklenburg County COVID-19 Testing Site Locator website](#).
- They should remain out of work until they meet the criteria to return:
 - The employee can return to school following normal illness policies and procedures, If they received confirmation of an alternative diagnosis that explains the COVID-19-like symptoms, once there is no fever without the use of fever reducing medicines and they have felt well for 24 hours.
 - If fever was the symptom and receive a negative COVID-19 test, can return to work once 24 hours fever free without medication.
 - If positive test or do not get a test or alternative diagnosis, can return after 10 days since symptoms started, at least 24 hours without fever with no fever-reducing medicine and all symptoms improving.

What if an employee discloses close contact with someone who tested positive for COVID-19?

- Employee must leave school or work.
- Instruct the employee to self-quarantine for 14 days from the last exposure.
- Monitor for symptoms of COVID-19 and contact their healthcare provider if they develop symptoms.

- If they develop symptoms, they should be tested for COVID-19.
- If they do not develop symptoms, the recommendation is to be tested 5-7 days after exposure.
- If they test negative, they should remain in quarantine for 14 days since the date of last exposure.
- A test is recommended for anyone who had known close contact with an individual who tested positive for COVID-19. However, a negative test is not required to return to school after the 14-day quarantine period as long as the employee remains asymptomatic.

What specific communication should a Supervisor provide to an employee that was in close contact with someone that tested positive:

I am notifying you because we have been informed that someone in our building has been diagnosed with COVID-19 and you were identified as a close contact and need to quarantine for 14 days from the date of last contact, **Month XX, 202X**. Because of privacy regulation, we are unable to provide any additional specific information. According to the Mecklenburg County Public Health Department guidance and CMS processes, you are instructed to:

- Self-quarantine for 14 days from the last exposure.
- Consult with your healthcare provider and/or access available testing from the [Mecklenburg County COVID-19 Testing Site Locator](#) website. The decision to get tested is your decision but it is recommended.
- Monitor for symptoms and contact your healthcare provider if you develop symptoms.
- If you have symptoms, you should be tested for COVID-19.
- If you do not develop symptoms, the recommendation is to be tested 5-7 days after exposure.
- If you test negative, you should remain in quarantine for 14 days since the date of last exposure.
- If you have other questions or concerns, call the Public Health Hotline at 980-314-9400.

What COVID related leave options are available?

- The **ONLY** available COVID-19 related paid leave for employees at this time is when the **Director of the local health department, orders an employee to leave his or her work environment if the employee has tested positive for COVID-19 and/or is being ordered to quarantine or isolate by the Director of the Local Health Department**. The appropriate documentation from the director of the local health department is **REQUIRED** for an employee to be eligible and approved for this paid leave. This is the only paid leave available and the director of the health department will determine the timeframe of the leave. **Failure to provide the required documentation from the local health department may result in unpaid leave time.**

Employees will be able to apply for this leave by <http://my.cms.k12.nc.us> and submitting the required documentation from the health department. Please contact the Benefits Leave department at leavedept@cms.k12.nc.us if you have any questions.