



## CORONAVIRUS DISEASE 2019 (COVID-19) SCHOOL REOPENING: STEPS TO TAKE WHEN A STUDENT OR EMPLOYEE BECOMES ILL OR TESTS POSITIVE FOR COVID-19

1. **When an employee tests positive or exhibits symptoms, and at least one of the following are in place, report it to RAS via your typical reporting method.** A claims representative from the COVID-19 Response Team will then contact you to assist with investigating and determining work-relatedness. Parameters for reporting include any one of the following:
  - Positive test result with a possible work connection.
  - No testing results available, but a doctor has indicated the employee may have COVID-19 based on exhibited symptoms, and there is a possible work connection.
  - A COVID-19 exposed employee requests that a workers' compensation claim be filed.
  - As the employer, you feel that it needs to be reported for any other reason such as a possible exposure, questioning the accuracy of a negative test, etc.
  
2. **Follow local or state health department guidelines, as well as the CDC tips for responding to an ill student or employee.** The CDC tips are outlined on page 48 of the "CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again – Appendix F: Setting Specific Guidance." As of June 19, 2020, these include:
  - Follow your pre-established procedures for isolating the ill student/employee in a designated location, safely transporting the individual to home or healthcare facility, and cleaning and disinfecting areas used by the sick person.
  - Encourage testing of the ill person if this has not yet happened.
  - Notify local health officials, staff, and families immediately of a possible or confirmed case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy and reporting laws.
  - Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop.
    - Close contact is defined by the CDC as: contact for 15 minutes or more; within 6 feet; without masks or other barriers.

- Advise exposed and/or sick staff members and students not to return until they have met the CDC criteria to discontinue home isolation. The CDC recommends that isolation be maintained for:
  - At least 14 days after exposure to a person with COVID-19.
  - At least 10 days after the onset of illness.
  - At least 3 days after recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications, along with notable improvement of any other symptoms.
- 3. **Request vs. require a written return to school/work release from a medical provider after the home isolation time frame has been met, as medical providers may be unable to provide the documentation in a timely manner.** However, a medical release with outlined restrictions should be required of any employee requesting modifications to their work hours or duties due to ongoing weakness, fatigue, or other symptoms.
- 4. **Ask the recovered employee or student to continue following your spread prevention safeguards such as screening questions, self-temperature checks, and PPE protocols.**
- 5. **Document and track all steps you have taken.**
- 6. **Document student and employee positive cases and subsequent exposures. A sample tracking spreadsheet is available.**
- 7. **All employers must notify OSHA by phone or online when any employee work-related injury or illness, including COVID-19, results in a death, hospitalization, amputation, or loss of an eye.**
- 8. **As of May 26, 2020, if your organization has historically been required to comply with all federal OSHA mandates, COVID-19 is considered a recordable illness when all three of these requirements are met:**
  - The employee tests positive.
  - The illness is work-related per OSHA’s definitions, which RAS claim representatives can assist in determining.
  - The case involves at least one of OSHA’s general recording criteria including death, loss of consciousness, days away from work, restricted days or transfer to another job, and any medical treatment “beyond first aid.” Self-isolation and over-the-counter medications are considered first aid for COVID-19.

**Disclaimer:** This document has been provided as an informational resource for RAS insureds and business partners. It is intended to provide general guidance on potential actions to implement and not intended to provide medical or legal advice or address medical concerns or specific risk circumstances. Due to the dynamic nature of infectious diseases, RAS cannot be held liable for the guidance provided. We strongly encourage recipients of this information to seek additional safety, medical and epidemiological information from credible sources cited, such as the CDC and OSHA. As regards insurance coverage questions, whether coverage applies, or whether a policy will respond to any risk or circumstance, that is subject to the specific terms and conditions of the policy or contract at issue and the particular facts of each individual circumstance.