

Madison County School District

COVID -19 Personnel Procedures

In order to maintain a safe work environment for both Faculty, Staff and Students the following procedures need to be followed.

**If you test positive for COVID-19 OR
If you have been in close contact (*6/15 rule) with someone who has tested positive for COVID-19:**

- 1) Immediately contact your school nurse and supervisor.
- 2) The nurse will determine if quarantine is required and provide you with directions.
- 3) If you are required to quarantine:
 - a. Complete the COVID Leave Packet and submit it to the Personnel Department. (The packet is located on the MCSS Web Site under Personnel Forms but you must be logged on as staff.)
 - b. School or department bookkeepers should immediately notify the Payroll Department.
 - c. MCSS Payroll Department will handle Kronos.

*6/15 Rule - The CDC defines close contact as less than six feet for more than fifteen minutes.

If your Child's School or Daycare is closed due to COVID-19, then contact the MCSS Personnel Department for further guidance.

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COVID -19 Return to Work Protocols

The following protocols are recommended by the Center for Disease Control and Prevention.

IF you test positive for COVID-19 and have symptoms

You can return to work after:

- At least 10 days have passed since your symptoms first appeared **AND**
- At least 24 hours have passed since recovery defined as resolution of fever without use of fever-reducing medications; **AND**
- Improvement in respiratory symptoms (e.g. cough).

IF you test positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can return to work after 10 days have passed since the test.

IF you have been in Close Contact with a person with COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.