

## COVID EMPLOYEE PROCEDURE

If you have no known exposure to COVID but feel sick or see symptoms of sickness, stay home until symptoms end or seek clearance from a medical professional before returning to work.

If you or a household member have received a positive COVID test or you have had direct \*exposure to someone who has tested positive:

- Report it immediately to your site supervisor.
- Call the HR Department at one of the following extensions to receive further direction: 793-2315, extensions 50251, 50229, 50220, 50252

\*Note: exposure is defined as close contact of 6 feet or less for 15 or more cumulative minutes with or without a mask.

### Additional Information:

If you are directed to test for COVID-19, you must have a PCR test. Your school nurse or the Sumter County Health Department can perform the PCR test. You must call first for an appointment to either your school or the Sumter County Health Department at 569-3102.

Under certain conditions, you may qualify for the Families First Coronavirus Response Act (FFCRA) emergency sick leave while seeking a medical diagnosis or test result. The Families First Coronavirus Response Act (FFCRA) is available from April 1, 2020 – December 31, 2020 and allows a total of 10 days of paid emergency sick leave. If additional days are needed beyond the total of 10 available under FFCRA, you will be expected to utilize your own personal or sick leave time. If you do not have sick leave, you will be granted personal leave without pay until you can return.