

Return to School Guidance: Employees Who Test Positive for COVID-19

- If the COVID-19 positive staff member is present at school, immediately send employee home.
- Immediately notify local health officials. These officials will help administrators determine a course of action.
- Dismiss students and most staff for 2-5 days. This allows local health officials to gain a better understanding of the COVID-19 situation impacting the school to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop/slow further spread of COVID-19.
- Communicate with staff, parents, and students. Coordinate with local health officials to communicate dismissal decisions and possible COVID-19 exposure.
- Determine which employees may have been exposed to the virus and may need to take additional precautions:
 - Inform employees and students of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA), as well as any applicable student privacy laws, such as the Family Educational Rights and Privacy Act (FERPA) and Ohio Revised Code 3319.321.
 - Most workplaces should follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.
- Clean and disinfect thoroughly. If possible, wait up to 24 hours before beginning cleaning and disinfection. If you cannot wait 24 hours, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas. Cleaning staff should clean and disinfect all areas used by the ill person(s), focusing especially on frequently touched surfaces. Follow CDC guidelines on how to clean, including:
 - Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.
- Make decisions about extending the school dismissal in consultation with local public health officials.
- Implement strategies to continue education and related supports for students.
 - Ensure continuity of education
 - Ensure continuity of meal programs
 - Consider alternatives for providing essential medical and social services for students