



MSBSD Employee Guidelines for COVID-19

The below expectations should be followed by all employees while working onsite, and will remain in effect until amended, superseded, or rescinded.

- 1. Employees should monitor symptoms daily before reporting for work.** Individuals will be expected to monitor their own health at home and to ensure that they are free from any COVID-19 symptoms before reporting for work. Symptoms include but are not limited to fever of 100.4, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
(<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>)
- 2. Employees are encouraged to be diligent in practicing respiratory etiquette and hand hygiene.** Cover your mouth and nose with a tissue when coughing and/or sneezing and put your used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands. Wash hands routinely and always after coughing or sneezing. Wash with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.
- 3. Employees are strongly encouraged to wear cloth face coverings while at work.** On April 3, 2020, the State of Alaska issued Health Alert 010 which recommends that individuals, in addition to social distancing, frequent hand-washing, and disinfecting high-touch surfaces wear cloth face coverings when in areas where social distancing measures are difficult to maintain. Health Alert 010 includes specific guidance for wearing, removing, and laundering face coverings as well as information about what a cloth face covering is and its effectiveness in preventing the spread of COVID-19. We recommend staff read Health Alert 010 which can be accessed [here](#). Please note that cloth face coverings are not a substitute for physical distancing, washing hands and staying home when ill, but they may be helpful when combined with these primary interventions.
(<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>)
- 4. Please assist us in cleaning frequently touched surfaces throughout the school day.** Proper supplies will be made available to all classrooms, if you need supplies please contact your supervisor.
- 5. Adhere to district expectations regarding social distancing to the maximum extent possible.** Social distancing is maintaining a distance of 6 feet from other individuals. At present the District has suspended all hand

shaking routines, including those commonly used as part of Capturing Kids Hearts.

In addition to the above general expectations the below guidelines are only applicable to individuals who experience the following specific circumstances. For information on what leave should be reported when expected to stay home consistent with these guidelines please see the Employee Frequently Asked Questions on Leave Reporting which can be found [here](#), or contact the Payroll Department at payroll@matsuk12.us or via phone at 761-4357 opt. 4.

- 1. Sick employees are to stay home.** Individuals who have symptoms of acute respiratory illness (chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) are required to stay home and not report for work. Individuals who can document, through appropriate medical documentation, that their illness is not COVID-19 will be permitted to return to work consistent with the recommendations of their medical provider. Individuals who have COVID-19 or symptoms consistent with COVID-19 may return to work when each of the following has been met:
 - a. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - b. At least 10 days have passed since symptoms first appeared.
- 2. Employees who become sick with acute respiratory illness symptoms during the day should go home immediately.** When immediate departure from the workplace is not possible, employees who become sick should be separated from students and other employees immediately and should go home as soon as possible.
- 3. Employees who are diagnosed with COVID – 19 are required to stay home and requested to inform their supervisor as soon as possible.** The District will evaluate the best method for appropriately informing students and staff of their possible exposure to COVID – 19 in the workplace, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees will **NOT** be required to provide a medical release to return to work and may do so when each of the following has been met:
 - a. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - b. At least 10 days have passed since symptoms first appeared.
- 4. Employees who have a household member with COVID – 19, are required to self-quarantine, practice social distancing, and monitor**



health. Employees in this category are required to self-isolate for 14 calendar days and monitor their own symptoms as mandated by the State of Alaska. Employees may return to work after their 14 day quarantine if they have not developed any symptoms consistent with COVID-19.

- 5. Employees who have traveled out of Alaska are expected to self-quarantine, practice social distancing, and monitor health.** Employees in this category who have, as outlined in Health Mandate 010, elected to take a test may return to work in advance of the required 14 day quarantine if they provide verification of the negative test results to the District human resources department and do not have any symptoms consistent with COVID-19.
- 6. Employees that are vulnerable and may be at higher risk for COVID – 19 are encouraged to monitor health, practice social distancing and consider self-quarantine.** Individuals who may be at higher risk such as older adults or those with chronic medical conditions are encouraged to practice social distancing, monitor health and consider self-quarantine to limit the potential for contracting COVID-19. More information about who is considered higher risk can be found [here](#). Employees at higher risk and in need of accommodations should submit the ADA Medical Inquiry Form and the ADA Request for Accommodations form which can be found [here](#).

