



THOMASTON PUBLIC SCHOOLS

EMPLOYEES EXHIBITING COVID-19 RELATED SYMPTOMS

What Should I Do If I Feel Sick?

At Home – Stay Home – Get Tested:

If an employee is *exhibiting COVID-19 related symptoms before reporting to work*, the employee MUST stay home and get a COVID-19 test immediately and quarantine until further notice from a doctor, the Torrington Area Health District or Thomaston Public Schools.

While waiting for COVID-19 test results, the sick employee MUST quarantine at home (and stay there!), separating from others in their home.¹

At Work – Notify Nurse – Go Home – Get Tested:

If an employee is *exhibiting COVID-19 related symptoms while at work*, the employee MUST inform the school nurse, leave work immediately, get a COVID-19 test immediately and quarantine until further notice from a doctor, the Torrington Area Health District or Thomaston Public Schools.

While waiting for COVID-19 test results, the sick employee MUST quarantine at home (and stay there!), separating from others in their home.²

Do I Use My Sick Time?

YES:

The sick employee must use the typical absence reporting method AND contact Superintendent Coss, their Supervisor and COVID-19 Health and Safety Liaison (Diane Aniki). Once you have taken the necessary steps related to COVID-19, you MUST contact Kristen DiVenere, Human Resources Specialist, who will assist you in accessing COVID-19 services and benefits related to your absence.

¹ Staying separate from others in your household: If you have more than one bathroom in your home, designate one bathroom for your exclusive use. Limit interactions with those living in your home; if you must interact with those living in your home, do so while wearing a cloth face covering staying at least 6 feet apart and minimizing the duration of the interaction to less than 15 minutes. This separation should include household pets.

² See Footnote 1.

What Happens Next?

Sick Employee and COVID-19 Liaison Communication:

Diane Aniki will contact the sick employee. The purpose of this contact is to ask the sick employee to compile a list of people he/she may have come in contact with while at work and to offer the sick employee information about how to quarantine at home, what to do with a positive test result and what to do with a negative test result.

The sick employee will be asked to think back over the two days prior to first noticing the symptoms and compile a list of all people they had close contact with at work. Close contact means the sick employee was within 6 feet of a person, with or without a cloth face covering, for a duration of 15 minutes or more. It is important that the sick employee take the time to really think about who he/she has come in contact with since becoming symptomatic.

If the two days prior to first noticing symptoms were non-work days (e.g., symptoms start on Monday, so count back two days to Saturday and Sunday), the sick employee should still think back over the two days prior to first noticing the symptoms and compile a list of all people they had close contact with outside of work.

This list of close contacts will be held by the sick employee and only shared with the TAHD if the sick employee's COVID-19 test results are positive and only the list of at work close contacts will be shared with Thomaston Public Schools.

IMPORTANT: The at work close contact list will be shared with Diane Aniki and only shared with those who need to know in order to maintain school health and safety (e.g., the sick employee's supervisor and Superintendent of Schools as well as the Connecticut Department of Public Health (CTDPH) and Torrington Area Health District (TAHD) as required by these entities).

The sooner the sick employee compiles a list of at work close contacts and shares it with Diane Aniki, the faster the contact tracing process can begin at work. The TAHD will provide direction on what will be done with the non-work close contact list.

Where Will My Information Go?

Positive COVID-19 Test Result – SHALL Be Shared with the Supervisor, Superintendent, TAHD, CTDPH:

When the sick employee shares information with Diane Aniki, that information will only be shared with those who need to know in order to maintain school health and safety (e.g., the sick employee's supervisor and Superintendent of Schools as well as the CTDPH and TAHD as required). This information SHALL include the close contact list of people at work as well as the sick employee's COVID-19 test results.

Negative COVID-19 Test Result – MAY Be Shared with the Supervisor, Superintendent, TAHD, CTDPH:

When the sick employee shares information with Diane Aniki, that information will only be shared with those who need to know in order to maintain school health and safety (e.g., the sick employee's supervisor and Superintendent of Schools as well as the CTDPH and TAHD as required). This information MAY include the close contact list of people at work as well as the sick employee's COVID-19 test results.

What If I Don't Feel Comfortable Sharing My COVID-19 Test Results?

The District Will Find Out Anyway – Only Later:

The sick employee will be asked to inform Diane Aniki of their COVID-19 test results as soon as he/she receives it so that the TAHD and Thomaston Public Schools can respond as quickly as possible.

While the CTDPH will inform the TAHD of all positive COVID-19 test results, the sick employee will receive his/her COVID-19 test results much sooner than the TAHD, so sharing COVID-19 test results with Diane Aniki will allow the TAHD and Thomaston Public Schools to respond faster and potentially limit spread sooner.

My COVID-19 Test Results are Positive, What Now?

As soon as the sick employee informs Diane Aniki of his/her COVID-19 test results, Diane Aniki will contact the TAHD which will determine “next steps” (i.e., contact tracing, quarantining of those who have come in contact with the sick employee, classroom/office/school/district closures).

The sick employee should contact Diane Aniki with the result of the COVID-19 test (positive or negative) as soon as they receive it.

If the sick employee has tested positive for COVID-19, the TAHD will be notified.

The sick employee will be contacted by the TAHD to begin contact tracing using the list of close contacts compiled earlier. The TAHD will give instructions to the sick employee related to isolation (versus quarantine).

The CTDPH will inform the TAHD of all positive COVID-19 test results, however, the sick employee will receive his/her COVID-19 test results much sooner than the TAHD, so sharing COVID-19 test results with Diane Aniki will allow the TAHD and Thomaston Public Schools to respond faster and potentially limit spread sooner. Further, the earlier process of listing those who have come in close contact with the sick employee will also allow for a faster response.

The TAHD will contact Thomaston Public Schools to give instructions on how to respond (quarantining of students and/or staff listed as close contacts to the sick employee, quarantining larger groups, schools and/or the entire district as deemed necessary).

How to I Contact the COVID-19 Health and Safety Liaison and the Human Resources Specialist?

- Diane Aniki, Thomaston Public Schools' COVID-19 Health and Safety Liaison, can be reached by email or telephone:
daniki@thomastonschools.org or 860-283-3036 x12303
- Kristen DiVenere, Thomaston Public Schools' Human Resources Specialist, can be reached by email:
hr@thomastonschools.org