
[admin_super] COVID Instructions for Admin/Supervisors

From : Karen Hardin <hardin@4j.lane.edu> Fri, Aug 05, 2022 08:14 AM
Sender : admin_super <admin_super-bounces@4j.lane.edu>
Subject : [admin_super] COVID Instructions for Admin/Supervisors
To : Administrators <admin_super@4j.lane.edu>

Good Morning,

As employees are returning back to work for the 22-23 school year we want to make sure that you understand the requirements for all employees regarding positive COVID test results. We are still required to exclude those who have tested positive for COVID for 5 days from symptom onset or test date, whichever occurs first. This is the same as it was at the end of the school year.

The COVID reporting requirement and notification process is as follows:

- Any employee who tests positive for COVID must notify their administrator/supervisor immediately and may not report to work until cleared to return.
- Dawn will review the information provided in the google form to determine isolation dates, the return to work date and the requirement dates to mask on days 6-10 upon their return.
- Dawn will send an email to the employee and their administrator/supervisor with isolation dates and necessary information.
- Employees are to record COVID absences as sick time.
- When talking with the employee as the administrator/supervisor you will:
 - gather required information from the employee and submit the information using the [Employee COVID Reporting Form](#).
 - inform the employee they will be receiving an email from HR with their isolation and return to work dates, along with the requirement to mask on days 6-10 while at work.

We will keep you updates as to any changes that may occur between now and the start of the school year. Additionally, you will receive information regarding students at a later date.

We know this is not the only COVID related question you may have. We are working to finalize some decisions with the Superintendent and will communicate out as soon as more is determined.

Regards,

Karen

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