

Updated and Effective as of January 11, 2022

Protocol for Confirmed Positive Staff

1. Staff member sends an email to covid19@pwschools.org and contacts their direct supervisor.
2. If you took a rapid test (15 minute test), the health department is suggesting you take a PCR test for confirmation.
3. Staff will follow the isolation protocol as follows;

If positive with no symptoms, monitor for symptoms from day of exposure through day 10 of isolation; and

Isolate at home for 5 days (day "0" is day symptoms begin or day test was taken for teachers & staff who do not have symptoms); and

If symptoms have improved or you continue to have no symptoms, return to school, while wearing a [well-fitted mask](#), for days 6 -10; or

Stay home for 10 days if you have symptoms or unwilling/unable to wear a mask

4. Direct supervisors will contact Jennifer Goodman or Deb Prince.
5. Deb Prince will contact the health department for confirmation.
6. Staff with a confirmed positive case will be excused up to 10 days for isolation without using their sick/personal leave per school year.
7. Deb Prince will update the COVID-19 Dashboard and post it to the P-W website.

Protocol for Confirmed Quarantine Staff

1. **Staff members who are not immunized and** have not been confirmed positive with COVID-19 within the last 90 days, and who have been identified as a close contact can choose to quarantine for 5 days and wear a mask for days 6-10 **or take a rapid test before the school day each day for six days and wear a mask for days 1-10.** Testing will be provided at school at no cost to staff. Please send an email to covid19@pwschools.org and contact their direct supervisor. Direct supervisors will contact Jennifer Goodman or Deb Prince.
2. **Staff members that have been vaccinated (two doses of Pfizer/Moderna or one dose of J&J) or had confirmed COVID-19** within the last 90 days do not have to quarantine but are encouraged to wear a mask for days 1-10. Please send an email to covid19@pwschools.org and contact their direct supervisor. Direct supervisors will contact Jennifer Goodman or Deb Prince.
3. If a staff member chooses to quarantine for 5 days or more, they will need to use their PTO.
4. Principal/Teacher will determine if Zoom call in for class is appropriate. A sub/para would need to be in the class to monitor students. Staff will not have to use their own sick time if they zoom in to their classes.

Vaccination-Staff does not need to use PTO time to receive a vaccination/booster. Please send an email to covid19@pwschools.org to let us know the date you will be out to receive a vaccination/booster. Please follow the same procedure for requesting a sub if needed.

Testing-If you would like to be tested with a rapid antigen test, please email covid19@pwschools.org and we will have you tested before school at no charge.

Protocol for Confirmed Positive Students

1. The health department will inform Jennifer Goodman and Deb Prince by email/phone
2. If a parent/guardian contacts the school to confirm a positive case, please contact Jennifer Goodman or Deb Prince by email/phone. Jennifer Goodman or Deb Prince will contact the health Department.
3. Deb Prince will code the student in PowerSchool as *Excused* for the days of school the student will be in quarantine/isolation.
4. Deb Prince will contact the parent/guardian to confirm the return date to school/athletics. Siblings in the household that attend P-W will need to quarantine, if they are unvaccinated.
5. Jennifer Goodman or Deb Prince will notify the principal, the athletic director and the building secretaries of the positive case. This information is not to be shared with other staff members. Principal will inform staff on a need to know basis for assigned work.
6. Principal will inform students to join google classroom for classwork. Principal/Teacher will inform students and provide work (paper packets) if google classroom is not applicable.
7. Deb Prince will update the COVID-19 Dashboard and post it to the P-W website.
8. If the student is a CTE student, Deb Prince will email CCRESA/Ionia/Eaton Co to advise them of the student(s) in quarantine/isolation.