



**Asetine School**  
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# 2021-2022 COVID-19 Prevention Plan

# COVID-19 Prevention Plan (CPP) for **Asetline School**

(previously known as COVID-19 Safety Plan, Addendum to the Asetline Emergency Preparedness Procedures and Injury-Illness Prevention Plan)

This CPP is designed to control exposures to the SARS-CoV-2 virus (COVID-19) that may occur at Asetline School. This CPP applies to all areas within the Asetline School Property and is in conjunction with the Asetline Emergency Preparedness Procedures and Injury-Illness Prevention Plan. This CPP is in conjunction to Asetline's current COVID-19 Safety Checklist. These documents are accessible to view at [www.asetline.org](http://www.asetline.org) and could also be offered in paper copy upon request.

The foundational principle of Asetline's COVID-19 Prevention Plan, adopted safety measures, and related policies and procedures is that ***all students must have access to safe and full in-person instruction and to as much instructional time as possible***. The surest path to safe and full in-person instruction at the outset of the school year, as well as minimizing missed school days in an ongoing basis, is a strong emphasis on the following: ***vaccination for all eligible individuals*** to get COVID-19 rates down throughout the community; ***universal masking***, which enables no minimum physical distancing, allowing all students access to full in-person learning, and more ***targeted quarantine practices***, keeping students in school; and ***access to a robust COVID-19 testing*** program as an available additional safety layer. Recent evidence indicates that ***in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented***.

**Date:** 8/23/21

## **Authority and Responsibility**

May Padilla, Executive Director, has overall authority and responsibility for implementing the provisions of this CPP at Asetline School. In addition, Asetline managers, coordinators, and supervisor are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring others receive answers to questions about the program in a language they understand.

All Asetline employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

The person responsible to implement and monitor this plan is:

**May Padilla, Executive Director**  
**[mpadilla@asetline.org](mailto:mpadilla@asetline.org)**  
**619-296-2135, ext. 107**

The school's COVID-19 Liaison for contact with Public Health Services is:

**Kim Groulx, Family & Student Services Coordinator**  
**619-296-2135, ext. 109 or 619-206-1961**

## **Identification and Evaluation of COVID-19 Hazards**

The following procedures have been and shall continue to be performed at Asetline School in order to identify and evaluate potential COVID-19 hazards:

- Conduct Asetline physical plant-specific evaluations using the school's Identification of COVID-19 Hazards form.

- Document the vaccination status of our employees by using the school’s Documentation of Employee COVID-19 Vaccination Status form, which is maintained as a confidential medical record. Per current state guidance as of 8/11/21, Aseltine adheres to vaccination requirements for all employees. If there is a future occurrence of where this is not possible due to an existing medical condition or religious belief, employees who are not vaccinated will be required to test weekly and provided information of where to get tested at no cost to the employee.
- Evaluate employees’ and students’ potential exposures to all persons at, or who may enter, our school property.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at Aseltine School who are a COVID-19 case to prevent or reduce the risk of transmission at Aseltine School.  
Aseltine’s policies and procedures reflects the guidance from the California Department of Public Health and county public health orders in relation to COVID-19 K-12 Decision Trees (revised 8/12/21). These policies and procedures include:
  - 1) Follow the strategy for Staying Home when Sick and Getting Tested from the CDC.
  - 2) Getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools.
  - 3) Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria (dated 8/2/21) to return to school for those with symptoms:
    - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
    - ii. Other symptoms have improved; and
    - iii. They have a negative test for SARS-CoV-2, OR a health care provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a health care provider has confirmed an alternative named diagnosis (e.g., streptococcal pharyngitis, coxsackie virus), OR at least 10 days have passed since symptom onset.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls at Aseltine School and the need for different or additional controls.
- Conduct periodic inspections using the school’s COVID-19 Inspections form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## **Employee Participation**

All Aseltine employees are informed that they are required to report to the Executive Director and COVID-19 Liaison or any other supervisors any safety concerns, including COVID-19 exposure related concerns about physical distancing, mask wearing, staff behavior, PPE supplies, or other related matters.

All Aseltine employees are required, without fear of reprisal, to report to the Executive Director, COVID-19 Liaison and/or other supervisor any of the following:

- 1) COVID-19 symptoms -- the employee is experiencing any of the identified symptoms of COVID-19;
- 2) Possible COVID-19 exposures - the employee has been exposed or might have been exposed to an individual who is positive or has been diagnosed with COVID-19;
- 3) Possible COVID-19 hazards at the workplace -- the employee becomes aware of a possible hazard in the workplace, including hazards posed by others, that could increase the likelihood of exposure to COVID-19.

All Aseltine employees are required to report concerns as described above to the Executive Director and

COVID-19 Liaison or any other supervisors as soon as possible either directly, or by email, phone call or text. Employees shall be encouraged to be vigilant concerning the presence and possible transmission of COVID.

## **Employee Screening**

All Asetine employees are required to report any health concerns or possible COVID-19 exposures to their supervisor before they leave home on a workday. **Regardless of vaccination status**, all Asetine employees are required to self-screen according to CPH guidelines by answering a short battery of screening questions on arrival to work.

If answers to the screening questions indicate that they have been exposed to COVID-19 they are not permitted to enter Asetine School property and are advised to contact the COVID-19 Liaison for further instructions. Employees who become ill during the day are isolated and sent home immediately and are encouraged to contact their healthcare provider for further instructions and to access testing if appropriate. The same protocol applies to students and other visitors who enter the school property.

## **Student Screening**

Upon exiting the bus, van, or private vehicle, students will use hand sanitizer, and be supervised by an assigned staff member to wait in the student's classroom designated transition area. They will enter their classroom designated transition area where they will be screened, and then proceed to their classrooms. Extra face coverings will be available in case a student forgets to bring one from home; if the face covering has been soiled during transport; and/or if the face covering does not meet the criteria set forth by CDPH guidance. If a student arrives late, screening will take place upon immediate drop off by parent/guardian at the front gate and/or at the front lobby if transportation is offered by Asetine.

## **Correction of COVID-19 Hazards**

Hazards concerning transmission of COVID-19 are of two types, human behavior and physical environment.

Unsafe or unhealthy work conditions, practices or procedures are documented on the school's COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

- Compliance of COVID-19 safety measures and evolving policies and procedures is the joint responsibility of all Asetine employees. Regardless of job title, Asetine employees are required to immediately correct other employees who are found not complying with face mask donning, handwashing/sanitizing protocols, recommended physical distancing, and/or PPE requirements.
- Frequent checks by the school's Executive Director, COVID-19 Liaison, and Program Director are to be performed to evaluate employee compliance;
- Concerns about the physical plant, including ventilation, physical barriers, and so forth, are to be reported to the school's Operations Manager and Chief Administrative Officer.

## **Control of COVID-19 Hazards**

### **Face Coverings**

Asetine School supports and implements the current State of California requirements for face coverings:

- All K-12 students and adults at Asetine School are required to mask indoors and in school vehicles regardless of vaccination status.
- Masks are optional outdoors for all in K-12 school settings but will be strongly encouraged on a case by case basis.

To support this safety measure, Asetline provides clean, undamaged face coverings for all employees, students, and/or visitors on a daily basis.

Face coverings are required to

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction

For more information on face coverings, go to <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html#print>.

Although Asetline employees are required to wear face coverings while at school, they may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible from others.
- While operating equipment where the face covering may pose a safety hazard.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.

## **Hand Washing/Sanitizing**

To implement effective hand sanitizing procedures, we have and shall continue to:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for handwashing.
- Provide an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e., methyl alcohol).
- Encourage employees and students to wash hands for at least 20 seconds each time.

Handwashing stations are available in the student and staff restrooms. There are six restrooms in the building and also another sink available in the Staff Lounge for use of handwashing. In addition, there are 6 hand sanitizing stations throughout the school building in close proximity to entry points and classrooms.

Hand sanitizing and washing opportunities are included in the students' daily schedules, and additional hand washing will be prompted by staff members as needed. Asetline employees and students will hand wash or sanitize:

- After using the restroom
- Before eating
- After taking off or putting on their face mask
- When entering the school property, classroom, and/or office
- When re-entering the building after outdoor activity
- If their hands are visibly soiled

## Physical Distancing & Cohorts

Although CDPH no longer has requirements for physical distancing and cohort groups, Aseltine will continue to encourage physical distancing and keep assigned cohort groups separated to the greatest extent feasible on a case by case basis. Where and whenever possible, employees are to maintain physical separation between themselves and other employees, their students, and visitors.

To assist in maintaining physical distancing and cohorts, Aseltine has done the following:

- Essential visitors are welcome at Aseltine School but visitors must follow all rules that apply to employees and students that are designed to minimize virus transmission. If visitors do not comply, they will be required to leave the premises.
- Visual cues are placed in hallways and entrances to prompt maintaining physical distance between people.
- Assigned workspaces for employees and students.
- Limit number of occupants per space footage indoors when possible (3-6 feet).
- Assign arrival/dismissal areas and ingress/egress routes.
- Assign scheduled times to use community space for physical education and lunch periods.
- Maintain log for the Conflict Resolution Program.

## Engineering Controls

### Ventilation

The virus that causes COVID-19 spreads in droplets that are exhaled by someone who has the virus. Ventilation can reduce the spread of viral particles in a specific area by diluting them and thus help decrease the risk of exposure.

For indoor locations, using the school's COVID-19 Inspections form we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system.

Aseltine is committed to improving air quality in all area of our school building by using the following strategies:

**Fresh Air:** Encourage teachers and staff to introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. If opening windows poses a safety or health risk (e.g., by allowing in pollen or exacerbating asthma symptoms) to persons using the facility, we consider alternatives such as maximizing central air filtration systems or using the provided air purifiers.

**Systems Maintenance and Improvements:** We replace and check air filters and filtration systems per manufacturer guidance to ensure optimal air quality. At the beginning of the year an independent company was hired to thoroughly clean the air ducts throughout the school building. Additionally, new filters were installed. Finally, UV lights were mounted at the main furnace vent to kill potential COVID-19 particles in the air prior to the air flowing into classrooms and work areas.

**Systems Upgrades:** We have supplied each classroom and common area with up 2 air purifiers that range to 700 to 800 square feet. These air purifiers have been placed in classrooms and run throughout the day. Portable air quality monitors were purchased and placed inside classrooms and offices. These Huma air quality monitors detect carbon dioxide, volatile organic compounds, particulate matter, temperature and humidity. The monitors are very easy to read and inform employees when the quality of the air in the room might change from good to bad and make adjustments to ventilations as required.

**Independent Contractor Systems Check:** Aseltine School hired Environmental Testing &

Technology, Inc. who performed an “Indoor Air Quality Survey Report” (available upon formal request). The purpose of the report was to find out whether carbon dioxide, carbon monoxide, total volatile organic compounds were found inside the school building. The report proved that the air quality readings from throughout the building are normal, whether coming from ambient air, air conditioning split units or from the heating ducts.

### Controls on the Use of Equipment

To the extent feasible, items that Asetline employees or students come in regular physical contact with (e.g., phones, headsets, desks, keyboards, writing materials, instruments and other tools) should not be shared. Certain items must be shared. In this case, employees and students are advised to use hand sanitizer before and after use of the item.

### **Cleaning and Disinfecting**

The Operations Manager and Chief Administrative Officer evaluate and procure disinfectants that are effective and safe for Asetline employees to use. Disinfectants and personal protective equipment (PPE) shall be procured in sufficient supply to accommodate the needs of all employees for at least one month and replenished as needed.

Asetline School has and shall continue to implement the following cleaning measures for frequently touched surfaces and objects:

- Frequently touched surfaces are to be cleaned at least daily in line with California Department of Public Health recommendations for schools. Disinfecting will be completed when needed and when a person with COVID symptoms has been identified in a particular space.
- Specific employees, under the supervision of the school's Director or other responsible party, shall be assigned to conduct the necessary cleaning and disinfecting and provided adequate time to accomplish the operation.
- All assigned employees shall have completed the Integrated Germ Management course and shall have read and understood the product label.
- Employees assigned to perform the disinfecting operations are required to wear the appropriate PPE as required by the product label.
- All disinfectants shall be stored out of the reach of students.
- Students are prohibited from using disinfectants.
- Should we have a COVID-19 case at Asetline, we will implement the following procedures:
  - The room occupied by the infected individual will be put off limits to all but employees assigned to disinfect its contents.
  - The desk, chair, doorknobs, and other equipment located in the space occupied by the infected individual will be disinfected.
  - List N disinfectants will be used by employees who have been trained in Integrated Germ Management and are oriented on the use of PPE while they are cleaning and disinfecting the surfaces.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by section 3380, and provide and ensure use of such PPE as needed. PPE supplies are checked weekly and re-stocked

as needed.

Upon request to the Executive Director, COVID-19 Liaison, Operations Manager, and/or supervisor, Asetline provides respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. It is the responsibility of Asetline employees to ensure that they request for required PPE if supplies are not readily available in the classroom, office space, and/or school vehicle.

### **Testing of symptomatic employees**

Upon request, the COVID-19 Liaison advises employees where COVID-19 testing is available at no cost to employees with COVID-19 symptoms.

### **Investigating and Responding to COVID-19 Cases**

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees and students regarding COVID-19 cases, close contacts, test results, and onset of symptoms. Asetline's COVID-19 Liaison is responsible for all investigations and reporting of COVID-19 cases. This is accomplished by using the school's Investigating COVID-19 Cases form. Through employee and daily student screening procedures, the COVID-19 Liaison is informed of any possible cases. Parents/guardians and employees are also encouraged to contact the COVID-19 Liaison, school office, and/or assigned teacher when symptoms become present and/or if they came into contact with someone who tested positive for COVID-19 during on or off school hours and days.

The following information is to be gathered by the COVID-19 Liaison for each potentially exposed Asetline employee, student, or visitor.

- Date of investigation:
- Name(s) of additional staff involved in the investigation, if any:
- Name of the exposed person:
- Occupation of the exposed person:
- Location while in the school:
- Was COVID-19 test offered? (information for free testing will be offered for all students and employees)
- Date and time the COVID-19+ case was last present in the school:
- Date of positive or negative test and/or diagnosis:
- Date the case first had symptoms:
- Information received regarding test results and symptoms:
- Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed.
- Notice given (within 1 business day without revealing HIPAA info. of the potential COVID exposure)
- All employees (or others) who may have had COVID-19 exposure:
- Date of notification?
- Who was notified?
- What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?
- What can be done to prevent further instances?

Employees shall be encouraged to report as soon as possible to the COVID-19 Liaison and the Chief Administrative Officer all positive and negative COVID-19 test results and to send copies of the records of the results by text or email. In addition, employees are encouraged to report any symptoms suggestive of COVID-19 or quarantine orders they have received to their supervisor or classroom team as needed.

The COVID-19 Liaison shall be the primary contact with the San Diego County Department of Public Health.



## Notice of COVID-19 Exposure

The COVID-19 Liaison will provide direct verbal or written notice of the potential COVID-19 exposure within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

- All employees and students who may have had COVID-19 exposure;
- Independent contractors and other employers present at the workplace during the high-risk exposure period;
- All employees, visitors and student guardians at the site but not likely to have been exposed;
- The local health department whenever required by law;
- The County of San Diego Epidemiology department and the Private Schools Team of the County of San Diego's School Response Team for COVID + cases;
- Cal/OSHA -TIEE shall report Immediately any COVID-19-related serious illnesses or death, as defined under section 330(h), of an employee occurring in a place of employment or in connection with any employment.

## COVID-19 Testing Following Possible Exposure

Information on COVID-19 testing is to be offered at no cost during working hours to all Asetline employees who had potential COVID-19 exposure while at school. COVID-19 testing will be advised and required as outlined in COVID-19 K-12 Decision Trees (revised 8/12/21).

## System for Communicating

Asetline's goal is to ensure that we have effective two-way communication with our employees, students' parents/guardians, and/or essential visitors in a form they can readily understand, and that it includes the following information:

- Employees are required to report COVID-19 symptoms and possible close contacts directly to the COVID-19 Liaison and, as a back-up, the Executive Director.
- Employees required to report COVID-19 hazards to the Executive Director, Operations Manager, and/or assigned supervisor.
- All reporting can be done directly in-person, call, text, and/or email.
- All reporting shall occur as soon as possible;
- Employees can report symptoms, possible exposures, and hazards without fear of reprisal.

Asetline has and shall continue to ensure:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
  - Employees who were fully vaccinated before the close contact and do not have symptoms.
  - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases who never developed symptoms, for 90 days after the first positive test.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
- Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees

and can be anticipated to be received by the employee.

Employees who are at a higher than average risk for severe illness or who cannot safely maintain distance from household contacts who, themselves, are at higher risk of COVID-19 infection, are encouraged to contact the Chief Administrative Officer for employment options. Asetline School shall, to the extent possible, accommodate such employees by offering the opportunity to work from home or a hybrid work schedule.

In the event Asetline School is required to provide testing because of a workplace exposure or outbreak, The COVID-19 Liaison shall communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Testing is available through healthcare providers, county testing sites or through employee health at no cost to the employee and during paid working hours. Information about COVID-19 hazards employees may be exposed to, what Asetline is doing to control those hazards, and Asetline's COVID-19 policies and procedures shall be provided from time to time and as situations arise.

## **Training and Instruction**

Asetline School provides effective and ongoing employee training and instruction throughout the school year that includes:

- Our COVID-19 policies and procedures to protect employees and students from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
- The conditions where face coverings must be worn at the workplace.
- That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
- Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the

employee has COVID-19 symptoms.

- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

## Exclusion of COVID-19 Cases and Employees who had a Close Contact

In the event of a COVID-19 case at Aseltine School, the following steps shall be taken to limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees and/or students that had a close contact from Aseltine School until our return-to-work/school criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
  - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. Aseltine School may use employer-provided employee sick leave benefits for this purpose and may consider funding sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. At the time of exclusion Aseltine's Chief Administrative Officer shall provide employees with information on the employee's rights and benefits.

## Reporting, Recordkeeping, and Access

It is Aseltine School's policy to:

- Report information about COVID-19 cases and outbreaks at Aseltine School to the San Diego County Department of Health whenever required by law, and provide any related information requested by the local department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Plan in accordance with section 3203(b).
- Make our written COVID-19 Prevention Plan available at the workplace to employees, parents/guardians of students, and representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases using the school's Investigating COVID-19 Cases form.

## Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
  - COVID-19 symptoms have improved, and
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have

been met.

- Persons who had a close contact may return to work as follows:
    - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
    - Close contact with symptoms: when the “cases with symptoms” criteria (above) have been met, unless the following are true:
      - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
      - At least 10 days have passed since the last known close contact, and
      - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
  - If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
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May Padilla  
Aseltine School Executive Director

**8/23/21**

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Date