



REPORTING COVID-19 ILLNESS

The Maricopa Unified School District #20 (MUSD) supports the data provided by the Secretary of Health and Human Services (HHS) declaring the COVID-19 outbreak a public health emergency. This crisis has also been declared a national emergency by the President of the United States and a global pandemic by the World Health Organization (WHO). The current information from the Centers for Disease Control and Prevention (CDC) is that person-to-person transmission occurs during close (within 6 feet) contact with a person infected with COVID-19, primarily from respiratory droplets produced when the infected person coughs or sneezes.

MUSD is committed to ensuring the health and safety of all its employees. Employees of MUSD are to report exposure to or a diagnosis of COVID-19 to the MUSD Human Resources Department. The report can either be made confidentially by phone at 520.568.5100 ext. 1003 or by email to tbeckett@musd20.org. The report will be filed separately in a private medical file. The MUSD Human Resource Department will follow up with employee making the report of exposure or diagnosis. The following questions will be asked of employee during the call:

- Do you currently have a positive result for, or other diagnosis with, COVID-19?
- Do you have any of the symptoms of infection associated with COVID-19 such as a fever of 100.4°F or higher, cough, shortness of breath, or sore throat?
- Have you had “close contact”, as defined by the CDC, with anyone who has tested positive for or been diagnosed with COVID-19 infection within the preceding 14 days?
- Have you been asked to self-quarantine by a health official within the preceding 14 days?
- Have you traveled to, or stopped over, in an area for which the CDC has issued a Level 3 travel health notice?
- Are you considered in the “high risk” classification by the CDC for COVID-19 infection, meaning over the age of 60, pregnant, or suffering from diabetes, lung disease, heart disease, asthma, HIV, or similar condition?

We realize that many employees might have concerns regarding COVID-19 exposure, and not all reports to the MUSD Human Resources Department will meet the criteria for proving a legitimate exposure risk. However, when it is determined that an employee has either been exposed to or diagnosed with COVID-19, the employee will be expected to self-quarantine for 14 days per the CDC guidelines.

During a COVID-19 diagnosis or exposure, it is critical the employee does not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sneezing, sore throat, runny or stuffy nose, body aches, headaches, chills, loss of taste/smell and fatigue. Currently, the CDC recommends that anyone with COVID-19 remain at home at least 72 hours after they are free of fever (100°F) or signs of a fever without the use of fever-reducing medications.

Employees who report to work ill will be sent home by supervisors or HR personnel, in accordance with these guidelines. Before returning to work, the employee must contact their supervisor **and** the Human Resources Department to:

1. Provide a return to work notification from their health care provider **or**
2. Participate in a discussion to assess their improved condition in order to return to work under the CDC guidelines.

The MUSD Human Resources Department will communicate the approval to return to work with the employee. For additional questions or information, please call 520.568.5100.