



COVID-RELATED SCENARIOS & NEXT STEPS

1. You have tested positive for COVID-19:

- Stay home, log your absence into ESS.
- Contact your immediate Supervisor and e-mail Human Resources at Kristin.marino@lawrence.k12.ma.us.
- Follow the instructions of your primary care doctor or health care provider.
- Will need to stay in self-isolation for at least 10 days **and** until 24 hours have passed with no fever and improvement in other symptoms.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- HR determines eligibility to work remotely.

2. You have signs and symptoms but have not tested positive for COVID-19:

- Stay home, log your absence into ESS.
- Contact your immediate Supervisor and e-mail Human Resources at Kristin.marino@lawrence.k12.ma.us.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- Follow the treatment advice from your primary care doctor or health care provider.
- HR determines eligibility to work remotely.

3. You are in quarantine or in isolation but have no symptoms of COVID-19:

- Stay home, log your absence into ESS.
- Contact your immediate Supervisor and e-mail Human Resources at Kristin.marino@lawrence.k12.ma.us.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- HR determines eligibility to work remotely.

4. You are asymptomatic but you have had “close contact” with someone who tested positive for COVID-19:

“Close contact” may include but is not limited to being within six (6) feet of a person who has tested positive for COVID-19 for approximately 20 minutes, caring for a person who has tested positive for COVID-19, or being in direct contact with secretions or respiratory droplets of a person who has tested positive for COVID-19 by cough, sneezing, sharing utensils, or other means, in environments where the exposed person was not wearing proper PPE (personal protective equipment).

- Stay home, log your absence into ESS.
- Contact your immediate Supervisor and e-mail Human Resources at Kristin.marino@lawrence.k12.ma.us.
- Quarantine for 14 days or longer as directed by your primary care doctor or health care provider.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- HR determines eligibility to work remotely.

5. You are asymptomatic but you have had “close contact” with someone who has not tested positive for COVID – 19 but is showing signs and symptoms:

“Close contact” may include but is not limited to being within six (6) feet of a person who has tested positive for COVID-19 for approximately 20 minutes, caring for a person who has tested positive for COVID-19, or being in direct contact with secretions or respiratory droplets of a person who has tested positive for COVID- 19 by cough, sneezing, sharing utensils, or other means, in environments where the exposed person was not wearing proper PPE (personal protective equipment).

- Consider taking time-off.
- Stay home if you are not an essential employee, log your absence into ESS.
- Contact your immediate Supervisor and e-mail Human Resources at Kristin.marino@lawrence.k12.ma.us.
- HR determines eligibility to work remotely.
- Monitor your health.
- Take your temperature before every shift.
- Do not come to work if your temperature is above 100.3 degrees.
- Do not come to work if you are symptomatic including having a fever, cough, sore throat, or trouble breathing.
- Practice social distancing as much as reasonably possible. Use different touch surfaces, arrange separate sleeping areas and wash your hands frequently.
- If the person becomes Positive for Covid-19 after testing, you must quarantine at home for 14 days and/or until cleared by MD.

6. A member of your family or household is asymptomatic but in quarantine because he/she had “close contact” with someone who has tested positive for COVID–19:

- Consider taking time-off.
- Stay home if you are not an essential employee, log your absence into ESS.
- Contact your immediate Supervisor and e-mail Human Resources at Kristin.marino@lawrence.k12.ma.us.
- HR determines eligibility to work remotely.
- Monitor your health.
- Take your temperature before every shift.
- Do not come to work if your temperature is above 100.3 degrees.
- Do not come to work if you are symptomatic including having a fever, cough, sore throat, or trouble breathing.
- Practice social distancing as much as reasonably possible. Use different touch surfaces, arrange separate sleeping areas and wash your hands frequently.
- If your family or household member becomes Positive for Covid-19 after testing, you must quarantine at home for 14 days and/or until cleared by MD.

7. A member of your family or household is symptomatic but has not tested positive for COVID–19:

- Consider taking time-off.
- Stay home if you are not an essential employee, log your absence into ESS.
- Contact your immediate Supervisor and e-mail Human Resources at Kristin.marino@lawrence.k12.ma.us.
- HR determines eligibility to work remotely.
- Monitor your health.
- Take your temperature before every shift.
- Do not come to work if your temperature is above 100.3 degrees.
- Do not come to work if you are symptomatic including having a fever, cough, sore throat, or trouble breathing.
- Practice social distancing as much as reasonably possible. Use different touch surfaces, arrange separate sleeping areas and wash your hands frequently.
- If your family member becomes Positive for Covid-19 after testing, you must quarantine at home for 14 days and/or until cleared by MD.

8. A member of your family or household has tested positive for COVID–19:

- Stay home, log your absence into ESS.
- Contact your immediate Supervisor and e-mail Human Resources at Kristin.marino@lawrence.k12.ma.us.
- Quarantine for 14 days or longer as directed by your primary care doctor or health care provider.
- Do not report to work until you have been cleared by your primary care doctor or health care provider.
- Attempt to maintain social distancing as much as possible from your family members or household.
- HR determines eligibility to work remotely.

This guidance is not a standard or regulation, and it creates no new legal obligations. It contains recommendations as well as descriptions of safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace. The COVID-19 response is an evolving, rapidly changing situation. Please regularly review online resources and guidance documents published reliable sources such as mass.gov, cornovirus.gov, and cityoflawrence.com.