

Guidance for Supervisors

COVID-19



Coordinated School Health

monicas.adamian@cms.k12.nc.us
704-965-3150

Public Health Hotline

980-314-9400

Benefits Department

leavedept@cms.k12.nc.us
980-343-1754

What happens if someone tests positive for COVID-19?

Any positive test is reported to the health department in the county where the patient lives. When someone tests positive, the health department will contact the person to ensure they are aware of their diagnosis, review home isolation requirements and assess their social service needs. Contact tracing will be conducted to identify anyone who was in close contact to the patient for up to 48 hours before they showed symptoms. Close contact includes household members and anyone who was within 6 feet of the patient for more than 15 minutes during the time period they were infectious. The health department will contact anyone who was potentially exposed. For school-related exposures, the health department works directly with CMS to identify close contacts and notify anyone who may have been exposed.

What should the supervisor do if an employee reports receiving a positive COVID-19 test?

1. If notification comes from the health department, follow their guidance.
2. Advise the employee to stay home and not to report to work until further guidance is provided.
3. Let the employee know to notify Benefits at 980-343-1754 or by email at leavedept@cms.k12.nc.us.
4. Supervisors should also notify the Benefits Department at 980-343-1754 or by email: melissar.dahmer@cms.k12.nc.us or kimberly.chappelle@cms.k12.nc.us.
5. The employee should stay isolated until they are released back to work by their physician and/or the health department's order.
6. Ensure necessary cleaning protocols are followed:
 - If an individual was in the building within two days of symptoms developing, notify custodial staff to conduct enhanced cleaning and ventilation.
 - Routine cleaning and disinfecting of high touch areas will continue.
 - Areas unoccupied for seven or more days need only routine cleaning.

Supervisor should ask the employee:

1. When was the last day you were at work?
2. When did you start noticing symptoms? When did any symptoms start?
3. Were you at work within two days of the start of symptoms?
 - If no, notification to co-workers is not required.
 - If yes, ask the employee to provide a list of those with whom they have come in close contact within 48 hours before experiencing symptoms. This includes anyone who worked within 6 feet of the employee for more than 15 minutes during the time period they were infectious. Suggest they think about co-workers they regularly interact with.
4. Inform the employee that all information is confidential and no personal information will be shared unless necessary, i.e., Benefits. Close contacts will be told they were in contact with someone who tested positive.

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5. Other individuals who were in the building but not in close contact with the employee should not be notified.
6. Do not share the name of the positive individual with other employees.
7. Share the list of close contacts with Benefits.

When can an employee return to work after a positive COVID-19 test?

The employee should isolate until all three of the below items are true:

1. It has been at least 10 days since symptoms started, or 10 days since the test if no symptoms are experienced.
2. It has been at least 24 hours since the individual experienced any fever (with no fever-reducing medicine).
3. All symptoms are showing improvement.

The employee should follow CMS' return to work process which includes having the [Return to Work Form](#) completed by a medical provider and submitting the form to the Benefits Department prior to returning to their work location.

What should supervisors do if an employee who tests positive for COVID-19 identifies close contacts in the workplace?

1. Notify any close contacts under your supervision or within your office environment or workplace that they may have been exposed to the virus at work. Messaging should state, "I am required to notify you that you may have been exposed to someone who tested positive for COVID-19 on _____ (date). Because of privacy regulations, we are unable to provide any additional specific information about the interaction. According to Health Department guidance and CMS processes, you are instructed to:
 - Self-quarantine for 14 days from the last exposure.
 - Consult with your healthcare provider and/or access available testing from the [Mecklenburg County COVID-19 Testing Site Locator website](#). The decision to get tested is up to the employee.
 - Monitor for symptoms of COVID-19 and contact your healthcare provider if you develop symptoms.
 - If you have symptoms, you should be tested for COVID-19.
 - If you want to get tested but do not have symptoms, you should wait five to seven days after exposure.
 - If you test negative, you should remain in quarantine for 14 days since the date of last exposure.
 - If you have other questions or concerns, call the Public Health Hotline at 980-314-9400."

If the employee who tests positive gives permission, the supervisor can notify any individual who was in the building and let them know:

- Someone who was in the building on this date, tested positive for COVID-19.
- Those who were in close contact have been notified directly that they may have been exposed and instructed to self-quarantine.
- Based on privacy regulations, we are unable to provide any information about the individual who tested positive.
- Staff or students who are **NOT** identified as close contacts do **NOT** need to self-quarantine, even if they were in the building at the same time.
- Anyone who develops any symptoms should stay home until further evaluation.
- If you or anyone else has questions, you can call the Public Health Hotline at 980-314-9400.

What if an employee discloses close contact with someone who tested positive for COVID-19?

1. Advise the employee that they are to go home and/or do not report to work until further guidance.
2. Advise the employee they must notify the benefits department at 980-343-1754 or by email at leavedept@cms.k12.nc.us.
3. Instruct the employee to self-quarantine for 14 days from the last exposure.