



**ADOM POLICY Regarding COVID-19 Exposures,  
REPORTING REQUIREMENTS and  
RETURN TO WORK/SCHOOL APPROVAL PROCESS (REVISED Oct 13, 2020)**

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All employees should remain at home if sick, or in contact with someone who is, or is thought to be, infected with COVID-19. In addition, they are directed to immediately notify their supervisor.

All students should remain at home if sick or in contact with someone who is, or is thought to be, infected with COVID-19. In addition, they should immediately notify their appropriate school official.

Consistent use of face coverings (masks) and social distance, frequent hand washing and sanitizing of the work or school area, minimizing contact with others, avoiding crowds all help to mitigate the possibility of transmission

Cooperation with quarantine or isolation is vital to reducing the transmission of the virus. Pastors and principals, or their designees, are asked to continue reporting exposures of any student, employee or volunteer to the Chancellors' Office.

**POLICY GUIDELINES APPLICABLE TO ALL ENTITIES OF THE ADOM:**

1. REQUIRE All persons over 2 years of age to wear masks when with anyone – even if at a distance in excess of 6'. This applies to students and all adults (lay, religious, or priests) whether employees or volunteers. Masks are to be used by all except children age two (2) or younger; or children in supervised school recess, outdoors and socially distant AND engaged in vigorous activity.
2. REQUIRE everyone, staff as well as parents of children, **NOT TO COME TO school/work if sick and to inform the school if they are sick.**
3. REQUIRE everyone, staff as well as parents/children to avoid coming to school/work if they have been exposed (close contact) to someone who may be sick or may be asymptomatic but is awaiting or has received positive test results. Call the school for directions.
4. REQUIRE employees or students who have had CLOSE CONTACT (as per CDC

**definition**<sup>1)</sup> with a person infected with COVID-19 to quarantine for 14 days from exposure.

5. REQUIRE social distancing in all areas of parish and school campus, offices, meeting areas, church, sacristy, lunchrooms, school offices, maintenance shops, while on ADOM owned vehicles (such as school buses) or wherever.
6. Establish procedures in reception area or other gathering places so persons do not gather (wait outside, make appointments or other procedures to reduce the occasion to gather)
7. Establish procedures in parish or school open office space such as marking off a buffer zone, so that staff and anyone coming in for assistance remain socially distant (more than 6' distance); all must be wearing masks
8. Conduct meetings via ZOOM or other video conferencing equivalent to minimize inviting visitors/vendors or other outsiders into parish office
9. Ministry activity should be conducted by video conference; as of Oct 13, 2020, ministries are still not approved by Archbishop to begin meeting in person.
10. Parents should be reminded that the same level of caution taken by the schools should be implemented for the events in which their children participate outside of school. Athletic events on community-based teams and family parties and gatherings continue to be major sources of infection causing quarantine of ADOM school children.
11. In the event of an exposure from someone diagnosed as positive within the parish or school, to follow CDC guidelines (and county guidelines) on closing off and sanitizing the area(s) involved.
12. Guidance from the county DOH will be requested. It is required to report the exposure to Sr Elizabeth Worley (eworley@theadom.org, 305.450.6420) who will provide ADOM guidance.
13. Daily screening via Paylocity for employees and via parent's screening on the ADOM School tool is required -- with a call before coming to the school/work if *any* response is YES.

## **DAILY SYMPTOM SCREENING FOR STUDENTS AND EMPLOYEES**

**STUDENTS will undergo symptom screening daily based on program and grade level, using a screening tool and data collection process determined by the school.**

Parents are the best persons to screen their child for symptoms of any illness. The school is asked to provide the screening questions to parents for their daily evaluation of the

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<sup>1</sup> As per CDC: *Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness on-set (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated.*

Data are limited to precisely define the “prolonged exposure” to determine “close contact”, however 15 minutes of close exposure can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether either the case patient or contact were wearing an N95 respirator (which can efficiently block respiratory secretions from contaminating others and the environment). At this time, differential determination of close contact for those using fabric face coverings is not recommended.

child. The method of distribution of the symptom checklist is at the discretion of the school. Additional information can be sought or if the checklist is to be submitted to the school, an identifier (name, e-mail address etc) needs to be added.

It is advisable, at a minimum, that the school develop a method by which the results of the parent's daily symptom screening be received by the school. That could be an electronic app sent from the parent to the school. Or it could be an e-mail from the parent to the teacher with the child's name and confirmation that all responses are negative. Or the school may wish to develop a form (Google or Microsoft or Adobe pdf for example) and submit to the school electronically. Reports from Microsoft Forms produces an Excel spreadsheet which is easily scanned for any YES responses.

Please note that the recommended text includes a request for the parent to contact the school if ANY response is YES. The school should provide the contact of the person(s) designated to receive these calls. Training is available for the designated persons regarding the use of the screening tool (contact Sr Elizabeth). That will give the person receiving the call the opportunity to probe if the symptom might be an allergy that is normal to the child or something that might suggest COVID. Symptoms of regular childhood illnesses can be confused with COVID. In an abundance of caution, the parent may be advised to keep the child home and contact the school the following day to report progress of the child. The CDC notes that children experiencing the usual childhood diseases should return to school once symptoms resolve in a day or two. Symptoms of COVID will take longer to resolve and return to school would be based on the protocol provided by the ADOM and the FL Department of Health (found on the DOH form for reporting exposure of students).

### **Daily Symptom Screening**

Please complete this required symptom check list each morning and submit to the school. Within the last three (3) days have you experienced any of the follow symptoms? If so, please call \_\_\_\_\_ to notify the school.

- NO YES Fever or chills
- NO YES New uncontrolled Cough
- NO YES Shortness of breath or difficulty breathing
- NO YES Fatigue, muscle or body aches
- NO YES New onset of severe headache
- NO YES New loss of taste or smell
- NO YES Sore throat
- NO YES Congestion or runny nose
- NO YES Diarrhea, vomiting or abdominal pain
- NO YES Have you had a fever of 100.4 ° F or greater (when taken by mouth) in the last three (3) days?
- NO YES Have you had close contact within 6' of an infected person for at least 15 minutes within 2 days BEFORE they developed symptoms or tested positive for COVID-19?
- NO YES Have you traveled outside of south Florida in the last week?

**While the methodology for distribution of the survey and collection of the data may vary, the questions surveyed should include the above list.**

## Temperature Checks

The school may take the temperature of the student upon arrival and other times during the day. Temperature needs to be documented only if it is a disqualifier (at or above the threshold of 100.4°F). If there is documentation of temperature it does not need to be signed by the parent, and can be, as determined by the school, verified by a second reading from another thermometer.

Temperature readings should not be taken immediately after the child has been exercising or has taken fever-reducing medication as the readings are generally affected by both exercise and medication and the reading is likely to be inaccurate.

PLEASE NOTE: TEMPERATURE OF THE CHILD MUST BE MEASURED DAILY BY THE SCHOOL IN A LICENSED CHILDCARE PROGRAM.

## EMPLOYEES will be screened daily via Paylocity.

Directions for implementing the screening tool in Paylocity will be provided to the person responsible for payroll at each parish and school. Employees are required to complete and submit the Paylocity screening tool daily, with YES or NO responses, and the direction if ANY response is YES, is to call the entity before coming to work for guidance. Directions for the use of the tool have been provided to employees and to payroll managers.

The parish or school will receive the responses via Paylocity from the employees when submitted. An individual(s) should be assigned (HR or whomsoever the pastor/principal/director wishes to designate, to take a look at the responses and deal with any **DISQUALIFYING** response (**any YES answers**). Some education should be provided to all employees to understand several points:

- Provide information on what is a “close contact” as per the CDC (*criteria for a close contact in footnote on page 2 of this policy*)
- Provide the ADOM requirements to wear a mask and always practice social distancing, the two best barriers against transmission of COVID-19
- Requirement of daily symptom screening on Paylocity
- Stay home when sick (with any disease, COVID-19 included) and notify the school/parish/entity.
- Notify the school/parish/entity by phone of an exposure from a close contact (*criteria for a close contact in footnote on page 2 of this policy*)
- Provide necessary information for the completion of the ADOM Exposure Form
- Follow the directions provided by the school including directions to be tested for COVID-19 and/or to quarantine or isolate related to an exposure.

If the screening does identify an employee who needs to be quarantined or who is sick, please complete the EMPLOYEE EXPOSURE form and e-mail to Sr Elizabeth at [eworley@theadom.org](mailto:eworley@theadom.org).

The questions asked in the Paylocity Employee Screening tool are as follows:

Please complete this required symptom check list each workday morning and submit to the parish, school or archdiocesan entity where you work. If any of the answers are YES, DO NOT REPORT TO WORK until you have called the parish, school or archdiocesan entity for clearance.

Within the last three (3) days have you experienced any of the follow symptoms?

- |    |     |  |
|----|-----|--|
| NO | YES | Fever or chills  |
| NO | YES | New uncontrolled Cough   |
| NO | YES | Shortness of breath or difficulty breathing  |
| NO | YES | Fatigue, muscle or body aches  |
| NO | YES | New onset of severe headache   |
| NO | YES | New loss of taste or smell   |
| NO | YES | Sore throat  |
| NO | YES | Congestion or runny nose   |
| NO | YES | Diarrhea, vomiting or abdominal pain   |
| NO | YES | Have you had a fever of 100.4 ° F or greater (when taken by mouth) in the last three (3) days? |
| NO | YES | Have you had close contact (as defined by CDC) with a person who tested positive for COVID-19? |
| NO | YES | Have you traveled outside of south Florida in the last week?                                   |

### **TRAVEL, POSSIBLE NEED TO QUARANTINE and TEST**

The need to travel out of S. Florida, to another State in the US, or outside the country is best discussed with the principal or school leader ahead of the travel. **SCHOOLS ARE ASKED TO PROVIDE THE ADOM TRAVEL FORM** to anyone considering travel outside of the Archdiocese (Broward, Miami-Dade and Monroe Counties). Guidance is available from Sr Elizabeth. The ADOM TRAVEL FORM provides information to parent/student and/or employee regarding safe procedures to follow when traveling and the possible requirement of quarantine and testing upon return to S. FL.

The ADOM TRAVEL FORM should be filled in and submitted to the school **BEFORE** travel. Upon return the FORM assists the school personnel in dialogue with the parent or employee regarding the activities and persons encountered while out of S. Florida.

### **TRAVEL WITHIN UNITED STATES (possible quarantine and testing)**

The screening questions trigger a YES from the employee/student who has traveled upon their return from travel outside S. FL, requiring a call to the school or work place before coming in and conversation with the school/supervisor regarding the risks encountered in travel in order to determine if, in the interest of safety, quarantine and testing might be required prior to a return to school/work.

### **INTERNATIONAL TRAVEL (mandated quarantine and testing)**

An employee or student returning from international travel must quarantine for at least three (3) full days of quarantine (not including the day of travel) once returned to the US, followed by testing (PCR test for COVID-19, not antigen testing) and remain quarantined until negative test results are received. Negative test results are then presented to the school or entity to authorize returning to school or work.

**The requirements related to travel are applicable to all clergy, religious, lay employees and students.**

### **RESPONDING TO A POSSIBLE EXPOSURE**

All exposures must be reported to the Chancellors' Office (Sr Elizabeth Worley) using the electronic exposure forms:

**ADOM COVID EXPOSURE REPORT – EMPLOYEE 10-13-2020** for employees or volunteers, and  
**ADOM COVID EXPOSURE REPORT – STUDENT 10-13-2020** for students.

**If it is determined that the infection exposure is potentially school based, the exposure is reported to the County Department of Health. Specific forms and guidance are available from Sister Elizabeth for reporting to the DOH.**

All exposures are reviewed as per the ADOM protocol below, including:

- communication regarding the exposure, including to the DOH, and
- required consultation for clearance before the employee or student returns to work/school

Procedures for isolating a possibly infected student and contacting parent/guardian is outlined in the School's *Return to School Plan*.

As per the CDC guidelines anyone with a **credible exposure/close contact** to **someone who is infected with COVID-19** needs to quarantine for 14 days from the day (or from last day) of their exposure.

**According to the CDC, a credible exposure/close contact may have occurred if:**

*Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection (testing)) until the time the patient is isolated.*

Data are limited to precisely define the “prolonged exposure” to determine “close contact”, however 15 minutes of close exposure can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether either the case patient or contact were wearing an N95 respirator (which can efficiently block respiratory secretions from contaminating others and the environment). At this time, differential determination of close contact for those using fabric face coverings is not recommended.

## **SCHOOL EXPOSURE**

If there is a possible exposure on the school campus from a sick child, as well as providing for the needs of the sick child:

- The School notifies the pastor for elementary schools, and the Office of Schools as quickly as reasonably possible; *Exposure forms for employees and/or children, as applicable, are filled in with available information and sent by e-mail to the Office of Schools*; the Office of Schools consults with Sr Elizabeth.
- The School notifies the County Department of Health (DOH) for guidance regarding management of the exposure, including, but not limited to, actions needed regarding contact tracing and communication and cleaning and disinfecting of space where the sick child or adult may have been. The School communicates with the Office of Schools regarding directions from the DOH.
- Any classroom or school-wide closure is determined in collaboration with the County Department of Health and the ADOM Office of Catholic Schools
- The School seeks the guidance from the County DOH on any additional community communication that may be necessary.



- If classroom or school-wide closure is necessary, cleaning and sanitization protocols consistent with the CDC guidelines and the local ordinances will be implemented. Reopening will occur only after the risk of exposure has been fully evaluated. While classroom or school is closed, students will participate in remote learning activities.

## **EMPLOYEE EXPOSURE**

If there is a possible exposure on the school campus from a sick employee (or contractor)

- the employee/contractor is sent home or contact made at the request of the employee/contractor for transportation home. The individual is advised to contact their physician or seek testing and advise the entity of the outcome when information is available.
- If a school employee and a reasonable expectation that the exposure may have occurred at school, the Office of Schools is notified and the DOH is contacted by the school for direction regarding contact tracing and communication and cleaning and disinfecting of space where the employee/contractor may have been.
- Any classroom or school-wide closure is determined in collaboration with the County Department of Health and the ADOM Office of Catholic Schools. The School seeks guidance from the County DOH on any additional community communication that may be necessary. If classroom or school-wide closure is necessary, cleaning and sanitization protocols consistent with the CDC and local ordinances will be implemented.
- Any closure of parish offices or other entity offices is determined in collaboration with the pastor/administrator and the Chancellors' Office based on the guidance of the County Department of Health. Guidance from the County DOH may be sought regarding communication to the community.
- Cleaning and sanitization protocols consistent with the CDC guidelines will be implemented. Reopening will occur only after the risk of exposure has been fully evaluated.
- Return of the employee/contractor to work follows this ADOM protocol.

All exposures must be reported to the Chancellors' Office (Sr Elizabeth Worley) using the electronic form:

**ADOM COVID EXPOSURE REPORT – EMPLOYEE 10-13-2020** for employees or volunteers, and

**ADOM COVID EXPOSURE REPORT – STUDENT 10-13-2020** for students

## **ADOM PROTOCOL FOR TESTING, QUARANTINE/ISOLATION, AND RETURN TO WORK**

*The ADOM protocol is based on the CDC determination based on symptoms.*

- **A person is tested when there is reason to believe a close contact with an infected person has occurred** (a contact with the infected person up to 2 days before that person's on-set of symptoms or testing) **or the person is experiencing symptoms and testing is sought to confirm or rule out COVID-19 infection.**
- **A person who is awaiting COVID-19 test results must remain self-quarantined until results are received.**
- **A person who is symptomatic and who receives negative test results to rule out COVID-19 is able to return to school or work 24 hrs after the symptoms resolve.**

1. Anyone who has experienced a **close contact as defined by the CDC and has negative results from a COVID-19 test** must remain quarantined for the full 14-day incubation period as counted from the date of the LAST exposure to the person who was the close contact (*criteria for a close contact in footnote on page 2 of this policy*)

A patient who is quarantined after a close contact and negative test results (see #1, above) who later develops symptoms while on quarantine is required to have a minimum 10 days for resolution of symptoms, counted from the date of on-set of symptoms, before returning to school or work (see #3, below).

2. Anyone who tested **positive and has remained asymptomatic** must isolate for a minimum of 10 days from testing date before consideration to return to work; if any symptoms appear, including fever, report immediately to the individual's supervisor; after 10 days, supervisor seeks confirmation for employee to return to work by contacting Sr Elizabeth Worley (305.450.6420, [eworley@theadom.org](mailto:eworley@theadom.org)) (NO repeat testing needed)
  3. Anyone who had tested **positive and has mild to moderate symptoms** of the disease, the symptoms, including temperature, should be monitored and reported to supervisor; that once the symptoms resolve AND a minimum of 10 days has passed from the onset of symptoms AND at least 2 days had passed without fever, supervisor seeks confirmation for employee to return to work by contacting Sr Elizabeth Worley (305.450.6420, [eworley@theadom.org](mailto:eworley@theadom.org)) (NO repeat testing needed)
  4. Anyone who had **serious symptoms** of the disease (and likely was treated in a hospital) will likely need to contact their physician and will require medical clearance from a physician to return. The physician may prescribe additional tests. The individual must remain isolated until medical clearance is received to return to work. **Contact Sr Elizabeth Worley with questions (305.450.6420, [eworley@theadom.org](mailto:eworley@theadom.org))**
- for employees out of work because of a COVID related exposure or employees who are sick, the usual process toward implementing FMLA is used; bookkeepers should contact ADOM HR with questions

## COMMUNICATION

- With the County Department of Health is required if an exposure occurs in school. Contact the Chancellors' Office for guidance
- With the parents, faculty or school staff, in the event of a school exposure, contact the Office of Schools for direction (sample notification below)

### **SAMPLE NOTIFICATION TO SCHOOL COMMUNITY OR THIRD PARTIES**

*Please edit as needed given the circumstances of the exposure. Schools should share with the Office of Schools before release. Communications Office is available to assist at any time and should be asked to assist for any communication to be sent outside of the immediate school community of parents and employees.*

We care about the health and safety of our school community and in this time of an unprecedented pandemic we are treating health and safety as a top priority guiding our



operational decisions. We recently learned that one of our (students/employees/contractors in [identify grade or other descriptor]) tested positive for COVID-19. You or your child may have had close contact with the infected individual and this requires self-monitoring as to symptoms. If you or your child develop COVID-19 symptoms, you should contact your physician. Please see our school re-entry plan for additional details.

[Additional directives from the Archdiocese of Miami and Department of Health specific to the particular facts and circumstances, such as classroom or school closure, should be included as well.]

In addition to notifying those individuals who may have come into contact with the infected student, we are taking additional measures to ensure our facility is properly cleaned and disinfected.

We reiterate our commitment to the health and safety of our school community, and others with whom we interact. Thank you for your understanding during this challenging time.

### **SAMPLE NOTIFICATION TO EMPLOYEES**

The health and safety of our employees is a top priority, and in these unprecedented times this priority continues to guide our operational decision. We have just learned that one of our employees in [identify department or work area... without naming the employee] tested positive for COVID-19. After advising the employee to stay home and receive care, we want to make sure that our workforce understands the steps we are taking to address health and safety concerns, including anyone who may have had close contact with this individual.

We have taken the following steps concerning office or building closures and disinfection:

- 1.
- 2., etc

We have notified those employees and others who to our knowledge potentially have been exposed to the infected individual through close contact at work. According to the Centers for Disease Control, close contact means being within approximately six feet of a person with a symptomatic laboratory-confirmed COVID-19 case for a prolonged period of time. Those individuals must remain quarantined for the full 14-day incubation period and should practice social distancing and actively monitor for symptoms.

Thank you for your understanding during this challenging time.

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A helpful guide to make decisions about exposure/close contact to someone with COVID-19 and whether or not testing is advised can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Please contact Sr Elizabeth Worley any day, any time, with respect to possible exposures experienced by anyone in parishes, schools or other entities of the ADOM. 305.450.6420 or [eworley@theadom.org](mailto:eworley@theadom.org).

## **MIAMI DADE DEPARTMENT OF HEALTH CONTACT**

### **Stephanie Calle**

Florida Department of Health in Miami-Dade County

Biological Scientist IV

[Stephanie.Calle@flhealth.gov](mailto:Stephanie.Calle@flhealth.gov)

(305) 470-5660

## **BROWARD DEPARTMENT OF HEALTH CONTACT**

### **Johanna Segura, MPH**

Biological Scientist III, Department of Epidemiology

Florida Department of Health in Broward County

780 SW 24th Street, Fort Lauderdale, Florida 33315

Office: 954-847-8056, 954-847-8039

Fax: 954-467-4870 or 954-713-3169

Email: [Johanna.Segurarestrepo@flhealth.gov](mailto:Johanna.Segurarestrepo@flhealth.gov)

## **DETERMINING IF AN ENCOUNTER REQUIRES 14 DAY QUARANTINE**

Determining if an encounter with an infected person is a CLOSE CONTACT as per CDC and DOH -- or if NOT a close contact – requires meeting specific thresholds, or NOT meeting those thresholds. **A CLOSE CONTACT is believed to be one in which transmission of the virus can occur from the infected person to other person(s).**

If the encounter with the infected person meets the criteria to be a CLOSE CONTACT then 14 days quarantine are required. This 14 day period is the incubation period of the virus. Symptoms can occur anywhere from day 2 to day 14 of the incubation period – which is exactly why there is a mandatory 14 day quarantine. Even if the person who had the encounter gets tested and receives negative results – that simply means not positive YET -- as symptoms may still develop throughout the incubation period.

The protocol for determining a close contact – and therefore the mandatory 14-day quarantine for the person and the person's household depends on ALL of the following question:

1. Was the person within 6' of the infected (diagnosed) person? **AND**
2. Was the person within 6' in excess of 15 minutes, whether the time was for short periods in the day which added to 15 min, or for continuous contact during the day in excess of 15 minutes? **AND**
3. Was the encounter in #1 and #2 within 2 days of the onset of symptoms or the date the infected person tested positive?

If the answer to #1, #2, and #3 are YES, then there is a reasonable probability that the encounter was a CLOSE CONTACT and transmission may have occurred from the infected person to another person(s) who met those criteria.

If the answer to any one of the questions above, #1, #2, and #3, is NO, then the probability of transmission is less (risk of illness is lowered) – but not able to be eliminated or specifically quantified. If either of the persons wore a mask or the encounter was outdoors (risk of illness is lowered), the probability of transmission is lowered, however, that too, cannot be quantified.

## Questions and answers

- Q. What if the date of onset of symptoms of the infected person is not known or if they were asymptomatic?
- A. Use the 2-day time period prior to the testing date to answer #3.
- Q. What if the person is determined to have had a CLOSE CONTACT and the person gets tested and receives negative results? Are they virus free and can they return to school or work?
- A. Absolutely not. A negative test result for someone in quarantine as a result of a CLOSE CONTACT with a person who is POSITIVE for the COVID-19 virus *only confirms that as of the day of their test, the symptoms have not yet developed.* Quarantine for the full 14-day incubation purpose is required by the Health Dept for the safety of everyone as symptoms may develop anytime during that period.
- Q. What if the person is determined to have had a CLOSE CONTACT and the person gets tested and receives positive results or symptoms do develop during the 14-day quarantine?
- A. The person is required to isolate for a minimum of 10 days from date of testing, if asymptomatic, or date of on-set of symptoms, if symptomatic.

A minimum of ten days of isolation is required although more may be need for resolution of symptoms. And the last two (2) days of the isolation period, the person must have a normal temperature without the use of fever reducing medication before return to school or work. This isolation period may be shorter or longer than the 14-day quarantine already underway, depending on when the virus causes symptoms or the testing (which was positive) occurs.

Once a person on quarantine develops symptoms or receives positive test results, the protocol for isolation until resolution of symptoms (for a minimum isolation of 10 days for mild or moderate symptoms), becomes the determinant for the length of isolation and eventual clearance to return to school or work.



## Student and Employee Health Screening “Before and After” Travel from ADOM

If Student, Grade \_\_\_\_\_

Last Name, First Name \_\_\_\_\_ School/Entity \_\_\_\_\_

Traveled to \_\_\_\_\_(cities/states/countries)

Departed S. Fl on \_\_\_\_\_ Returned S. FL on \_\_\_\_\_

Traveled by                      air                      family car                      other(s) car(s)

Stayed with                      S Fl household only                      family/friends outside S Fl household

Stayed at                      home of family/friends                      hotel                      rental home

### *During the travel outside of S. Fl, the Student/employee:*

Practiced social distance of at least 6’ from everyone, everywhere at all times

Wore mask everywhere in public except when actually eating

Wore mask when with anyone not in S. Fl household, even indoors

Avoided anyone who is sick or with symptoms that might be COVID-19

Avoided crowds of any sort, anywhere

Had no contact with anyone who has / had COVID-19 or is quarantined

Depending on circumstances and my capacity to exercise safe behaviors with respect to exposure to COVID-19 during my travel, I realize my school/employer may require me to quarantine upon my return for 3 days, test using PCR test (not antigen) and remain quarantined until NEGATIVE PCR test results are received. I understand that the negative test results must be presented to my school/entity once received in order to return to school or work. Virtual learning is available during quarantine.

I am electing to travel outside of S. Fl and have received this form prior to my departure in order to learn the requirements of the ADOM to maximize the safety and good health of all students and employees.

\_\_\_\_\_  
Parent/Student or Employee signature

\_\_\_\_\_  
Date

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ENTITY NOTES: