



# COVID-19 Symptoms Process - STAFF MEMBERS-

Staff has any of the following **NEW** or **UNEXPLAINED** symptoms:

- Fever (100.4 or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Complete the Staff Illness/Absence form.**

A RAFOS staff member will contact you by the end of the day.

**Staff Illness/Absence Form**

**Report your absence in the Frontline absence system.**



**Do not come to work.**  
This includes vaccinated & non-vaccinated staff.

**EITHER**

After symptoms improve, coordinate test time per instructions in email.  
**Did you test positive or negative?**

Receive a diagnosis from your health care provider indicating a chronic, pre-existing, alternative condition.

If no test or alternative diagnosis, **exclude** for 10 days from symptom onset. May return on Day 11 if at least 24 hours have passed since fever and symptoms have improved significantly.

**POSITIVE**      **NEGATIVE**

**ISOLATION**  
Individual must **isolate** at home. Isolation can end **after** Day 5 after symptom onset if:  
At least 24 hours have passed since fever and symptoms have improved significantly **AND** individual tests negative (preferably antigen) with specimen collected on or after Day 5. If unable to test, choose not to test, or positive test on or after Day 5 and symptoms are not present or are resolving, isolation can end **after** day 10.

Provide copy of the negative test results or the chronic, pre-existing, alternative diagnosis.  
Staff members may return to school if at least 24 hours have passed since fever and symptoms have improved significantly.

**CONTACT TRACING**  
Complete the RAFOS Staff Close Contact/Exposure Report  
**COVID-19 Close Contact/Exposure Report**

**RAFOS Health Dept. Will Contact You**  
You will be contacted regarding your return-to-work clearance and possibly other information.

\*PCR or rapid antigen testing are acceptable testing methods. Rapid antigen tests are preferred for accurate, current results.