Dear TUSD Supervisors and Site Leaders:

District responses regarding COVID-19 positive employees.
As we receive information about members of the TUSD family testing positive for COVID-19, we will provide information to employees in a way that provides them with accurate information to use the proper precautions, but also fulfills our confidentiality obligations under the Americans with Disabilities Act, the Family Medical Leave Act, and Governing Board policy. These privacy obligations mean that we will not disclose the identity of the person who has tested positive except as necessary to provide direct support to the employee (to your supervisor, Health Services, and Human Resources) The following procedures should be followed.

Scenario #1 Person at a TUSD school/site within the past 14 days Has Been Exposed to COVID-19 But No Symptoms and No Positive Test.

Step 1. If possible, communicate with the person to remind of the guidance from the Pima County Health Department. If it is an employee, remind them that PCHD states that they can continue with their work and other daily activities as long as they are symptom-free. If someone at the site learns that a person at the site was exposed and asks questions, you should provide them with the same information without identifying the person who is COVID-19 positive.

Step 2. Confirm that the following preventative actions recommended by the PCHD are being communicated and observed routinely at the school/site.
- frequent handwashing
- regularly disinfecting of high-touch surfaces
- covering of coughs and sneezes
- staying away from sick people
- Stay 6 feet apart from others (Social distancing)
- Wearing a cloth face covering

Scenario #2 Person at a TUSD school/site within the past 14 days Has Tested Positive for COVID-19.

Step 1. Advise your supervisor of the situation and contact Health Services at 237-0506. If possible, communicate with the person to refer them to HR for support and available leave options. Coordinate with your supervisor and Health Services to make arrangements for the Hot Shot team to disinfect all areas used by the person who is sick. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Step 2. Determine as reasonably as possible employees likely to have been in close contact with this person within the past 14 days at the school/site. Health Services can assist with how to make this determination.

Step 3. Without identifying the infected employee, provide the following communication format to those persons identified in Step 2:
At TUSD, the safety of our students, employees and community is a priority. When it comes to COVID-19, we are following the guidance issued by the Centers for Disease Control and the Pima County Health Department (PCHD). See TUSD COVID-19 Reference Guide: http://www.tusd1.org/Portals/TUSD1/District/docs/Announcements/Covid-19referenceTUSDStaff.pdf

We recently learned that an individual who was present at [school, site] on [date or date range within the past 2 weeks] has been diagnosed with COVID-19.

TUSD will follow CDC recommendations for disinfecting at this (school site). TUSD will thoroughly disinfect the high-touch surfaces at [school, site]. In this situation, PCHD recommends that those who have had contact with the person should:

Continue with your work/daily activities and **monitor your health for 14 days** since you were last at [school, site].

- Stop work and see your doctor if you develop any of these signs and symptoms:
  - Fever. Take your temperature twice a day.
  - Coughing.
  - Shortness of breath or difficulty breathing.
  - Other symptoms: chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

- Wash your hands and **avoid touching your eyes, nose, and mouth**.

- Avoid sharing household items.

- Clean all “high-touch” surfaces.

- Wear cloth face covering

*Please know that we are continuing to monitor our district with the assistance of Pima County Public Health. We will continue with public health guidance and provide updates as circumstances change. Please refer to TUSD COVID WEB PAGE – CDC Resources http://www.tusd1.org/COVID-19 for updated information.*

**District-related travel update.**

Please be advised all employee and student travel has been suspended through the end of fiscal year, June 30, 2020. At this time, please contact your travel host and make arrangements to cancel travel and obtain refunds when available.

Thank you for all you are doing for our staff, students and families.

Stay Safe,
TUSD COVID-19 Task Force