

# Self-Report of Being Designated a COVID-19 Close Contact Outside of School HR Report form

Employee Name: \_\_\_\_\_ Employee ID \_\_\_\_\_ School/location: \_\_\_\_\_  
Address: \_\_\_\_\_ TOWN \_\_\_\_\_  
Phone(s) #: \_\_\_\_\_ Position: \_\_\_\_\_  
Date Employee was last in a SPS Building: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Exposure:

- I am the required caretaker of a designated close contact. **\*Submit a copy of the close contact letter from DPH. Quarantine details section not required.**
- Caretaker for: \_\_\_\_\_ from Date: \_\_\_\_\_ to Date \_\_\_\_\_
  - Relation: \_\_\_\_\_
- Exposed to a **confirmed** positive COVID19 case in the community. Provide the following exposure details:
- WHEN:
    - Are you able to stop having close contact to the positive case?  YES  NO
      - If **NO**, you will need to quarantine throughout the isolation period of positive case and after their 10th day [Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_], considered last date of exposure, you continue quarantining following a return-to-work protocol listed below. **\*Traditional protocol recommended**
      - If **YES**, date of last close contact \_\_\_\_ / \_\_\_\_ / \_\_\_\_.
    - Are you the caretaker to this positive case?  YES  NO
  - WHO- Positive case Full name \_\_\_\_\_ Date of positive test \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Relationship to positive case \_\_\_\_\_
  - WHERE was the employee exposed to the confirmed case?  In the home  In the community- Massachusetts  
 Out of Massachusetts Description(s): \_\_\_\_\_
  - Notification: Were you notified by the Department of Health/ Local Board of Health?  
 YES- **\*Submit a copy of the close contact letter from DPH.**  
 NO - I designated myself at this time. **\*Contact your local board of health/ town manager/ city hall for verification and to obtain documentation.**

## Quarantine Details:

**Close contacts:** individuals who have been within 6 feet of a COVID-19 positive individual while indoors, for at least 15 minutes during a 24-hour period. (Please note that the at-risk exposure time begins 48 hours prior to symptom onset (or time of positive test if asymptomatic) and continues until the time the COVID-19 positive individual is isolated.)

Exclusions:

- People who have been **fully vaccinated** (If vaccinated and develop symptoms need to self-quarantine and get tested)
- People who were **previously diagnosed with COVID-19** within the last three months (90 days) and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.

## I do NOT need to quarantine:

- Asymptomatic Fully Vaccinated for COVID19: 1<sup>st</sup> shot (or J&J dose): \_\_\_\_\_ 2<sup>nd</sup> shot: \_\_\_\_\_  
Booster: \_\_\_\_\_ **\*Send copy of Vaccination record**  
**\*\*Vaccination Status impacts Covid Leave Pay, please confirm status by sending card**
- Recommended to obtain test on day 5 or later from date of last close contact. **\* If tested, submit result to HR**
- Covid positive within the last 90 days and asymptomatic- Date of positive test \_\_\_\_\_ **\*Attach copy of test result**

**Quarantine plan (If NOT excluded from above) to return to work:**

Recommended traditional protocol:

Obtain PCR test on/after day 5 of last contact. DATE PCR scheduled: \_\_\_/\_\_\_/\_\_\_

\*May return to work on 8<sup>th</sup> day \_\_\_/\_\_\_/\_\_\_ with negative COVID test and asymptomatic \*Send copy of test once obtained to HR mailbox

Alternative protocol:

10 Day Quarantine-Not receiving COVID testing- Expected Return to School Beginning This Date: \_\_\_/\_\_\_/\_\_\_

<p><b><u>Traditional protocol *Recommended</u></b> <u>Duration:</u> Quarantine is at least 7 days from the date of exposure <u>Return to School:</u> After 7 days, <b>returning on day 8</b>, provided they:</p> <ul style="list-style-type: none"><li>• Receive a <b>COVID test on day 5</b> or later and receive a negative result</li><li>• Remain asymptomatic</li><li>• Conduct active monitoring for symptoms through day 14, and self-isolate if symptoms develop</li></ul>	<p><b><u>Alternate protocol (Choose NOT to receive a COVID test)</u></b> <u>Duration:</u> Quarantine is at least 10 days from the date of exposure <u>Return to School:</u> After 10 days, <b>returning on day 11</b>, provided they:</p> <ul style="list-style-type: none"><li>• Have not experienced symptoms up to this point</li><li>• Conduct active monitoring for symptoms through day 14 and self-isolate if symptoms develop.</li></ul>
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Employee Signature \_\_\_\_\_ Notification Date: \_\_\_/\_\_\_/\_\_\_