
KCI COVID-19 Mitigation Policies

Call Out Procedures

If you are ill or experiencing symptoms of an illness or are unable to report to work for any reason, you must notify your supervisor **as soon as possible, at least one hour prior to your scheduled start time**. The more notice the better. KCI needs as much time as possible to ensure adequate staffing for classroom services. No one will be penalized for calling out sick. If you are absent for three or more days, KCI may require a doctor's note for you to return to work.

If you are experiencing any symptoms of illness you cannot report to work on site. Staff calling out due to possible COVID symptoms must obtain testing on the day they call out.

Symptoms include but are not limited to:

- Fever defined as greater than 100.3 degrees Fahrenheit
- Cough or trouble breathing
- Congestion or Runny nose
- Sore throat
- Muscle aches

Additionally, if you are seeking a COVID-19 test due to current or resolved symptoms, you are not allowed to work onsite until negative test results are received.

Planned Leave Expectations

In order to minimize disruption of services, employees must give their supervisors as much notice as possible when requesting planned leave. Managers must approve any planned leave request that is three days in length or more.

Exclusion Policies

If a child or staff exhibits symptoms of an illness (fever, cough, trouble breathing, congestion, runny nose, sore throat or muscle aches) and does not have medical documentation or a classroom health plan in place stating the symptoms are caused from a medical condition other than COVID-19 the child/staff will not be allowed to attend:

If the child/staff is unable to attend due to symptoms of an illness they will not be permitted to return until the following conditions are met:

They provide Negative COVID test results (at-home or PCR) **or** it has been over 5 days since symptoms started **and**

They have been fever-free for at least 24 hours (without using a fever reducer)

and

Symptoms have improved*

*For the purposes of returning to work or class onsite, symptoms have improved means **all** the following are true:

- The child/staff no longer feels ill
- The child/staff can keep up with their daily routine just as they did before they were ill
- Any remaining, lingering symptoms are very mild and do not interfere with the child/staff's daily living

COVID-19 Exposure Response & Communication Plan

Below are the steps that will be followed in response to COVID-19 exposure within program.

Exposure: A child or staff reports testing positive for the COVID-19 virus and was present in the program with symptoms or in the center 48 hours before symptoms developed (or if asymptomatic, in the 48 hours before the testing was done).

In the event of a confirmed COVID-19 case (someone who has been in program or office) take the following steps:

A. If a parent/guardian notifies KCI that their child(ren) has tested positive for COVID-19 or a staff notifies KCI that they have tested positive for COVID-19:

1. The child/staff will not be allowed to return to program until it has been over 5 days since the onset of symptoms or the positive test was taken, there has been no fever for 24 hours and they are symptom free or their symptoms are improving.
2. KCI Leadership will contact all parents of children who were in class with the positive child/staff during the 48 hours before the they began showing symptoms (or were tested if asymptomatic) to notify them that their child may have been exposed to someone who tested positive for COVID-19. A notification letter that provides the last date of possible exposure will be provided by the Center Director when parents pick-up their children. **The child/staff's name and information must not be shared.**
 - a. We will inform families that they should monitor their children and household members for symptoms of COVID 19 and communicate to KCI if any symptoms appear.
3. HR/Program Leadership will notify all staff who worked at the program site during the during the 48 hours before the child/staff began showing symptoms (or was tested if asymptomatic) to notify them that a child/staff tested positive for COVID-19. The last date of possible exposure will be shared. **Child/staff's name and information must not be shared.**
 - a. We will inform staff that they should monitor themselves for symptoms and communicate to KCI if any symptoms appear.
4. Executive Director will notify the KCI Policy Council, Board of Director and Region X Office of Head Start.

B. Staff members who test positive for COVID-19 should immediately notify their supervisor or their supervising manager (if it is the weekend).

1. Staff (or HR Manager if staff cannot) will complete a Workplace Injury Report Form if the illness was a direct result of working at KCI.

C. Resources for staff and families:

If staff or families are in need of getting tested, the following resources can be of assistance:

- FREE oral swab COVID-19 tests administered by healthcare professionals are available at locations in Anchorage. To find current testing sites visit: <https://anchoragecovidtest.org/>

Returning after a COVID 19 Diagnosis

According to the CDC someone diagnosed with COVID-19 can safely be around others with all three of the following conditions have been satisfied:

24 hours with no fever (without using a fever reducer)

and

Symptoms have improved*

and

It's been at least 5 days since symptoms first appeared (if person was asymptomatic, it must be at least 5 days since the positive test was taken)

*For the purposes of returning to work or class onsite, symptoms have improved means **all** the following are true:

- The person no longer feels ill
- The person can keep up with their daily routine just as they did before they were ill
- Any remaining, lingering symptoms are mild and do not interfere with the person's daily living

According to CDC guidance, a person who has tested positive for COVID-19 and recovered does not need to quarantine or test again due to exposure for 90 days. People may be advised to quarantine and/or test if new symptoms develop.