



## **Ahfachkee School Reopening Plan**

**2021-2022**

*30290 Josie Billie Hwy, PMB 1005 Clewiston, FL 33440*

*863-983-6348*

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**AHFACHKEE SCHOOL EXECUTIVE DIRECTOR OF ADMINISTRATION**

Lee Zepeda

**AHFACHKEE SCHOOL ADMINISTRATION**

Mrs. Dorothy Cain - Principal  
Mr. Philip Baer - Assistant Principal

**TRADITIONAL PRESERVATION DEPARTMENT**

Program Director - Jeannette Cypress  
Assistant Program Director/Teacher - Danielle Jumper-Frye

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## **PURPOSE OF REOPENING PLAN**

The purpose of the Ahfachkee School Reopening Plan is to provide an operational strategy for the school so that we may offer face-to-face instruction for our students safely through the consistent use of prevention strategies reducing the spread of COVID-19. Specific guidance and expectations for students, parents and staff are explained in this Reopening Handbook. These guidelines are subject to change based on CDC Guidelines, The Florida Department of State Health Services, and the STOF Local Health Authority.

### **KEY POINTS**

1. Social distancing will be enforced according to CDC Guidelines.
2. The wearing of a face covering is mandatory for all staff and students. School personnel and students, at this time, will be required to wear a mask in their classrooms, to and from their classroom, at arrival and dismissal, moving about the campus, and on the bus.
3. All students in a given class will create a cohort group and not physically interact with other classes of students in the building, to the extent possible.
4. School buildings will be cleaned thoroughly after school and during the day. Ongoing cleaning protocols will be implemented between runs on buses.
5. Sick employees and students will be required to remain at home.
6. Large gatherings will be limited to numbers that allow for social distancing.

### **PREVENTION STRATEGIES TO REDUCE THE TRANSMISSION OF COVID-19**

1. Universal and correct use of masks
  - During the school, all students are expected to wear a mask. A mask is not a substitute for social distancing. Masks should be worn in addition to staying 6 feet apart. If a student comes to school without a mask she/he will be given a mask upon arrival.
2. Physical Distancing
  - Between Students in Classrooms
    - Ahfachkee school will practice social or physical distancing, stay at least 6 feet
    - In elementary school, students will be at least 6 feet apart
    - In middle and high school, students will be at least 6 feet apart in areas of low, moderate, or substantial community transmission.
    - In areas of high community transmission, middle and high school students will be 6 feet apart if cohorting is not possible.
  - Maintain 6 feet of distance in the following setting:
    - Between adults (teachers and staff), and between adults and students, at all times in the school building.
    - When masks cannot be worn, such as when eating.
    - During activities when increased exhalation occurs, such as singing, shouting, band, or sports and exercise. These activities will be outdoors.

All nonessential furniture has been removed from the classrooms.

All desks will be faced in the same direction.

All nonessential in person interactions among teachers and staff during meeting, trainings and meetings will be limited. WebEx will be used whenever possible for trainings and meetings.

### 3. Handwashing and respiratory etiquette

- Teachers will teach and reinforce handwashing and respiratory etiquette.
- Handwashing signs will be posted in all classroom and common areas.
- Teachers will encourage students to cover coughs and sneezes with a tissue when not wearing a mask and immediately wash their hands after blowing their nose, coughing or sneezing.
- To support healthy hygiene adequate supplies will be placed in all classrooms and common areas such as tissues, soap, paper towels, and face masks. Alcohol based hand sanitizer that contains at least 60% alcohol will be available in classrooms and common areas for staff and older children who can safely use hand sanitizer.

### 4. Cleaning and maintaining a health facility

#### Ventilation

#### Ventilation

- Our Facilities Manager will improve the air quality in rooms by ensuring that heating, ventilation and air conditioning (HVAS) settings are maximizing ventilation.
- Air conditioning filters have been upgraded and will be replaced monthly.
- Regularly clean high touch surfaces and objects (for example, door handles, sink handles, toilets, drinking fountains) within the school and on school buses at least daily or between uses as much as possible.
- Our facilities staff take the lead in cleaning and sanitizing our facility. In the event we have a facility staff member absent the teacher and teacher assistant will be responsible for cleaning and sanitizing their own room.
- Food service will avoid offering any self-serve food or drink options such as hot and cold food bars, salad or condiment bars, and drink stations.
- Water fountains will not be used. Students will be permitted to carry bottled water to classes.
- Spray bottles of germicide and microfiber cloths or wipes will be placed in each classroom daily.
- An isolation room has been created for students exhibiting signs of COVID-

## **INSTRUCTIONAL MODELS**

### **Reopening Hybrid Plan**

Weekly Rotation Schedule Grades K-12 beginning Week of August 18<sup>th</sup>

- A Week - Face to Face
- B Week -Virtual Learning
- Grades K – 6 will receive face-to-face instruction on a weekly rotation schedule.
- Grades 7-12 will receive face-to-face instruction on a weekly rotation schedule.
- Mr. Hernandez’s ESE class will remain on campus full time.

#### **School day for Elementary K-6**

Monday – Friday

8:00 AM – 2:30 PM

#### **School day for Grades 7-12**

Monday – Friday

8:00 AM – 2:30 PM

- Students will continue the use of Google Classroom during the virtual schedule week.
- Teachers will share classroom space between Elementary K-6 and Grades 7-12.
- All staff members will rotate weeks between face-to-face and virtual.
- Virtual instruction for staff members will remain from home.
- Facilities and Cafeteria staff will continue to remain on campus full time.

## PREVENTION STRATEGIES TO REDUCE THE TRANSMISSION OF COVID-19

- 1 Universal and correct use of masks
  - During the school, all students are expected to wear a mask. A mask is not a substitute for social distancing. Masks should be worn in addition to staying 6 feet apart. If a student comes to school without a mask she/he will be given a mask upon arrive.

- 2 Physical Distancing

### Between Students in Classrooms

- Ahfachkee school will practice social or physical distancing, stay at least 6 feet
- In elementary school, students will be at least 6 feet apart
- In middle and high school, students will be at least 6 feet apart in areas of low, moderate, or substantial community transmission.
- In areas of high community transmission, middle and high school students will be 6 feet apart if cohorting is not possible.

### Maintain 6 feet of distance in the following setting:

- Between adults (teachers and staff), and between adults and students, at all times in the school building.
- When masks cannot be worn, such as when eating.
- During activities when increased exhalation occurs, such as singing, shouting, band, or sports and exercise. These activities will be outdoors.
- In common areas such as school lobbies and auditoriums.

All nonessential furniture has been removed from the classrooms.

All desks will be faced in the same direction.

All nonessential in person interactions among teachers and staff during meeting, trainings and meeting will be limited. WebEx will be used whenever possible for trainings and meetings.

### COVID-19

**Symptoms of Coronavirus (COVID-19)**

Know the symptoms of COVID-19, which can include the following:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors; **temperature and health screening** will take place on campus until guidelines from the state and local health authorities indicate it is safe to discontinue procedures.

Your participation is important to protect you and everyone in the building!

- In addition to self-screening, temperature checks will be conducted before you report to your work area.
- Symptoms may include fever, cough, and shortness of breath, chills, fatigue, muscle/body aches, diarrhea, nausea, vomiting, new loss of taste or smell, congestion or runny nose.

## Screenings, Suspected Symptoms and Confirmed Cases for Staff and Students

### Self-Screening

- In the interest of ensuring a safe and healthy learning environment, it is important to monitor your health at home and complete a self-assessment each day before you come to work. Please see the Self Screening

Protocol. If you are experiencing any symptoms associated with COVID 19, please stay home from work and contact your principal immediately.

**On-Site Screening: Staff**

- Report to the temperature check area prior to proceeding to your work area each day. If your temperature is 100.4°F (38°C) or higher, you will sit, rest, and retest.
- If your second temperature check is also 100.4°F (38°C) or higher, you will not be allowed to stay at school.

**Suspected Symptoms: Staff**

- If you feel symptomatic for COVID-19 at any time during the work day, contact your principal immediately. Telephone, text, and/or email are preferable forms of communication.
- After notifying your principal, you will leave campus and return home or seek medical care.
- The Nurse or Assistant must use the appropriate PPE prior to providing assistance to the symptomatic employee.
- All surfaces touched by the employee will be thoroughly cleaned and disinfected.

**Confirmed COVID-19: STAFF**

If an employee tests positive for COVID-19...

- Employees must follow the “Self Quarantining and Return to Work” protocol to ensure the safety of those around them.
- Employees are to contact the principal prior to returning to work to discuss steps and documentation that may be required prior to their return to school premises.
- Employees and students coming into direct contact (less than 6 feet for longer than 15 minutes) with the COVID-19 positive employee will be directed to follow the self-quarantine protocol and must provide medical clearance (quarantine ending) to return to work.
- The employee will contact the principal and request form(s) required.
- The employee sends FMLA paperwork requests to the principal within 3 business days of receiving paperwork. This paperwork is forwarded to Human Resources.
- Human Resources will notify the employee that the request(s) has been approved/denied in writing.
- All surfaces touched by the employee will be thoroughly cleaned and disinfected.

**On-Site Screening: Student**

- All parents will be expected to monitor their child’s health at home. If a student has symptoms related to COVID-19, they should not report to school.
- Temperature checks will take place for all students upon arrival to school campus.

**Suspected Symptoms: Student**

- If a student is feeling symptomatic for COVID-19 at school, contact the school nurse immediately. Telephone and/or your classroom call system communications are preferable.
- The Nurse must use the appropriate PPE prior to providing assistance to the symptomatic student.
- The Nurse will take the symptomatic student to the designated isolation area for further evaluation.
- All employees coming into direct contact (less than 6 feet for longer than 15 minutes) with the symptomatic student are required to use appropriate PPE.
- Once the symptomatic student arrives at the isolation room:
  - Student will wear a surgical mask (to help protect other employees and prevent spread any potential virus)
  - All employees continue to maintain 6 feet distance at all times.
  - If the student is suspected to have COVID-19 symptoms, the student’s parents/ guardians are called.
  - The student will be sent home and will be advised to call the Health Clinic on Big Cypress.
  - The student may not return to school without a release from the Health Clinic.
- All surfaces touched by the student will be thoroughly cleaned and disinfected.

**Confirmed COVID-19: Student**

If a student tests positive for COVID-19...

- The parents/guardians are to contact the campus Principal, Nurse and STOF Public Health to discuss steps and documentation that required in order to return to school premises.
- Students must follow the “Self Quarantining and Return to School” protocol to ensure the safety of those around them.

- Students and employees coming into direct exposure (less than 6 feet longer than 15 minutes) with the COVID-19 positive student will be directed to follow the self-quarantine protocol and must provide medical clearance to return to work.
- All surfaces touched by the student will be thoroughly cleaned and disinfected.

### **Contact Investigation**

- If there is a confirmed positive case of COVID-19, the nurse and the administration will work together to identify staff or students who may have come in contact with the infected person.
- The STOF Public Health will be notified of a positive case of COVID-19 in the school and will coordinate efforts to decrease the spread of the disease.
- Staff and students determined to be in direct contact with someone with COVID-19 (less than 6ft for longer than 15 minutes) will be instructed to quarantine at home for 14 days. A negative viral test or a positive antibody test will **not** replace the need to quarantine for a full 14 days from last exposure.
- All information and individuals affected will be kept confidential.

### **Isolation Room (Quarantine Room)**

- Any student showing signs or symptoms of COVID-19 will need to be evaluated and isolated for a short period of time in the isolation room. The nurse caring for students in the isolation room will be required to wear appropriate PPE. Parents will be required to pick up their student within an hour of the phone call from school.

## **General School Operations**

### **Athletics**

All school-sponsored sports have been indefinitely suspended at this time. In the event that sports resume, Ahfachkee School will follow all CDC guidelines set forth by the Department of Health.

### **Attendance**

Daily attendance and class (period) attendance will continue through the Infinite Campus Portal. Please review the Student and Parent Handbook Policies for specific attendance policies.

### **Bus Drivers**

- Bus Drivers temperature and wellness checks will be conducted on each campus. Administrators will set up that schedule and procedure.
- Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.
- School personnel will enforce maximum occupancy (one person or family per seat, every other seat)
- School buses will be sanitized twice daily and have high-touch areas wiped in between groups transported.

### **Bus Drivers Responsibilities**

Bus drivers must disinfect the buses:

- Right after the morning and afternoon routes.
- During runs, when necessary.
- Hand sanitizer will be available on school buses for student use.

### **Capacity**

Based on the Instructional Model selected we will be limiting the number of staff members and students on campus at a time.

Office and Administrative Staff will rotate weeks between on campus (Ahfachkee) and Virtual (at home).

Teachers and Teacher Assistants will rotate weeks between on campus for Face-to Face instruction and Virtual (at home).

Facilities, Clinic Staff and Food Services will remain on location full time.



### **Class Movement**

Elementary students will remain in one classroom for the school day. Special area teachers and electives will come into the classroom to deliver instruction as scheduled. The teacher assistant in the room will take students outside for a fresh air break once or twice daily depending on the grade level. This is not a play or recess break but a chance to stretch and move around. Student breaks will take place daily in small groups with social distancing.

Middle and High School students will change class using “social distancing.” Teachers will be responsible for monitoring this in the collaboration areas. Classes will be scheduled in close proximity to each other to limit the distance a student is walking to his or her classroom.

### **Common Areas & Teacher Lounge Area**

The use of small appliances such as coffee machines, refrigerators and microwaves will be done in compliance with safety measure. Gloves will be available and worn when using small appliances. Staff break schedules will be staggered to limit the number of staff members in the lounge area.

### **Disinfection Measures**

Disinfection measures have been put in place and are taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees.

- The facility was completely sanitized and disinfected before re-opening
- This baseline of clean will be upheld with the Disinfection Protocol
- The Disinfection Protocol will be followed regularly whereas the Deep-Cleaning and Disinfection Protocol is triggered when an active employee is confirmed positive for COVID-19 by a medical doctor; the deep-cleaning would be carried out by an external, professional service.
- The school Facilities Team is trained and equipped to use special Personal Protective Equipment to deal with potentially harmful chemicals used in sanitization.
- All employees have an active part in disinfection measures.
- Good personal sanitary practices including washing hands after restroom use are necessary and expected.
- Covering your cough, maintaining social distancing, and cleaning your work or other visited areas are important in keeping yourself and others safe.
- The school Facilities Team will be supplied with gloves and masks.
- The school Facilities Team will use the signage provided to indicate the room for sanitizing and disinfecting.

### **Dismissal & Transportation**

#### **Walkers & Bike Riders**

- First, walkers and bike riders will be dismissed and must not linger on campus.

#### **Car Riders**

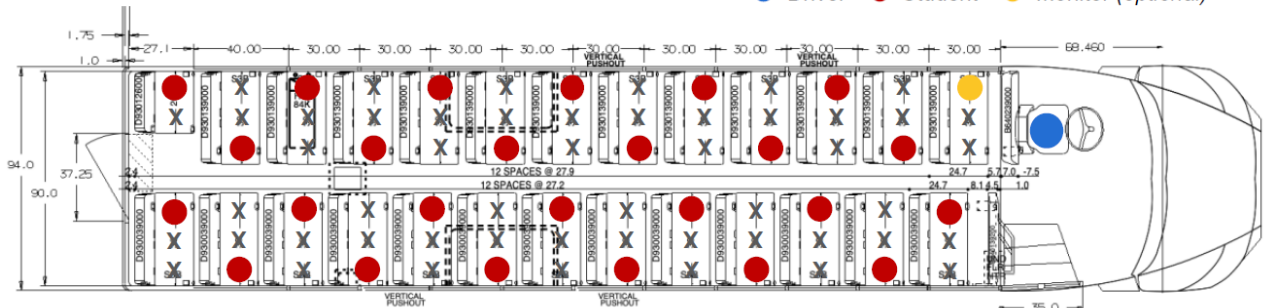
- Students will follow procedures set forth by their school administration.
- When a car enters the car loop there will be a staff member radioing the student name to the team.
- Students will be dismissed to walk to the Parent Loop from their classroom (or bench) once their name is announced.
- Parents will not need to leave their car for pick up. They will follow the signs to the designated drop off/pick up area at the school.

#### **Bus Riders**



- Bus riders will remain socially distanced in their designated area while waiting to load.
- Students will wear masks and board the bus.
- Team members will be stationed in the loop to facilitate this process.
- Assigning each bus rider to a designated seat that is the same every day, to promote clear expectations and assist contact tracing, when needed.
- Using seat assignments that load the bus from the rear forward (and unload from the front backward) to help reduce student contact. Encouraging families to drive or walk their children to school, if possible, to reduce the number of students on buses.
- Seating one student per row, alternating window and aisle seating, skipping row when possible.

● Driver ● Student ● Monitor (optional)



- Assigning each bus rider to a designated seat that is the same every day, to promote clear expectations and assist contact tracing, when needed.
- To minimize proximate interactions for the bus ride, students who are first to exit the bus should be the last to board, and they should do so while maintaining physical distancing.
- Seating members of the same household next to each other
- Maintaining mandatory consistent, correct use of masks by adults and children while on a school bus and at arrival/departure points (e.g., bus stops), except for individuals who cannot safely wear a mask. Bus drivers should be provided with extra masks to make available in case a student does not have one.
- Students should wear masks and stay in their seat for the duration of the bus ride.
- The bus should be cleaned and sanitized before and after each route is driven  
Student's temperature should be taken before boarding the bus. Bus should have on board a supply of spare masks for students who forget or lose their own and hand sanitizer  
Buses should be left with doors and windows open after cleaning to dry and "air out."

### ESE Class Size

ESE class sizes will be similar to what they have been in the past. Students and staff will be encouraged to practice safe social distancing to the greatest extent possible.

**ESE Services**

ESE Classes will remain face-to-face and strategies will be implemented to address the needs of the students through their IEP's. All therapy will remain face-to-face and will be held in the ESE Resource room under the supervision of the ESE Specialist.

Initial Evaluations, Annual Reviews, and Three Year Re-Evaluations will be held virtually using annually.

**Field Trips**

Face-to-face field trips have been discontinued until further notice. Virtual field trips and events will occur.

**Food and Nutrition**

All meals will be "grab and go" meals. Breakfast stations will be set up for students to grab their bagged breakfasts and then go to class to eat. At lunchtime, bagged lunches will be delivered to students' classrooms to be eaten there.

**Handwashing**

Teachers will instruct students and reinforce handwashing skill with their students. Students should wash hands with soap and water several times a day and for at least 20 seconds. Hand sanitizer will be used only when soap and water is not available.

It is recommended that students wash their hands

- Before and after eating
- After using the bathroom
- After blowing your nose, coughing, or sneezing
- After touching garbage
- When entering and returning to the classroom
- After touching their eyes, nose or mouth
- After touching surfaces that may be frequently touched by others

Teachers are to encourage covering of coughs and sneezes with a tissue or inner elbow.

CDC Guidelines regarding face coverings will be followed. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

**Homework Help**

All homework help and 21<sup>st</sup> Century Activities will be virtual and begin at 3:30 PM Monday- through Thursday.

**Library Services**

The school Library will not be open for book check out. The Media Specialist will conduct media/library classes as a classroom special within the classroom.

**Meetings**

Gatherings over 10 will not be held in school at any time. Staff and Faculty meeting will be virtual. All parent meetings, School Improvement meetings and family nights will be held virtually.

**Recess**

Recess is a function of the Elementary School. Students will be allowed outside in small groups for fresh air and stretching activities.

**Sharing**

Sharing of supplies and materials, books, and technology will not be allowed. Students' belongings will be individually

labeled and keep in containers, cubbies or in their desks.

### **Self -Screening Protocols**

In the interest of ensuring a safe and healthy learning environment, it is important to monitor your health at home and complete a self-assessment each day before you come to work. See Appendix

If you are experiencing any symptoms associated with COVID 19, please stay home from work and contact your Principal immediately.

### **Special Area Instruction**

To reduce student movement all Special area teachers in grades Kindergarten through fifth grade will visit the student's classroom for special area instruction.

### **Staff**

To support the work of our custodial staff and their efforts to disinfect and maintain a safe building for the students and staff, we will have the following guidelines in place for school access after the school day and during weekends.

- We ask that staff leave their classrooms by 4:00 p.m. each day
- Staff should not come back on campus until the next day, if feasible.
- Staff should contact their supervisor if access to the school is needed after school hours or on the weekends.

### **Technology**

All Ahfachkee students are issued an electronic device. Parents will also be responsible for the device and its repairs if damaged.

Students will be using their own device in the classroom. There will be no sharing of technology devices. Devices will be wiped down at the end of each day and reissued to the same student each morning.

### **Visitors**

Visitors will be limited to the front office only. All parents and guardians that need to come to the office will need to call the school and schedule an appointment. Once an appointment is scheduled, parents and guardians will follow all CDC guidelines on campus.

All parent conferences will be held by phone or through Webex..

Essential visitors will be allowed on campus to conduct essential business such as deliveries. They will be limited and will be screened and follow all CDC Guidelines.

### **Volunteers**

While we encourage volunteers at this time, we will be suspending this program as we are limiting the amount of individuals on campus.

### **Water Fountains**

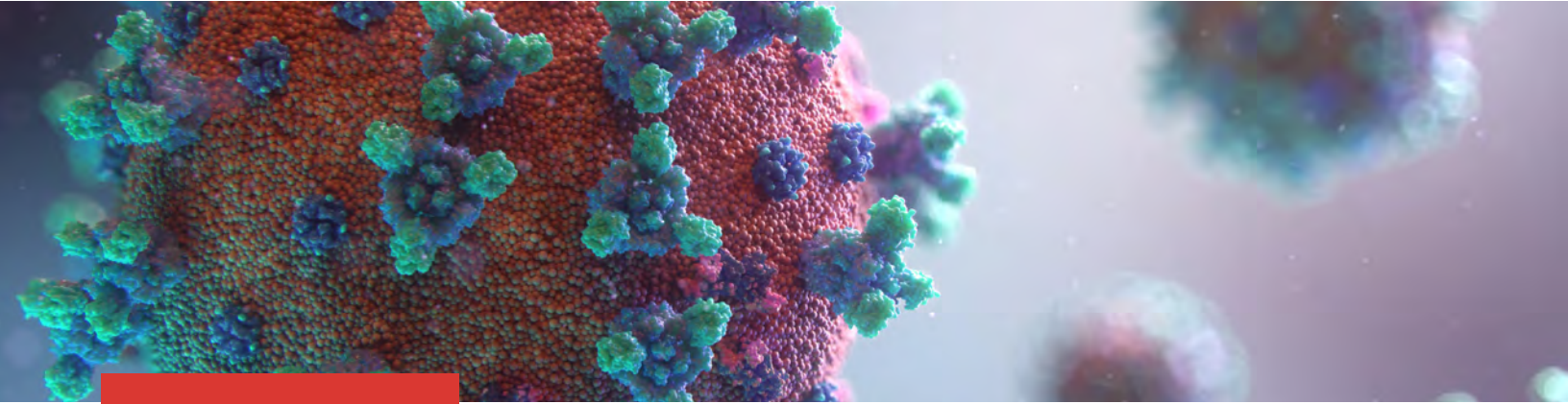
Water Fountains will be turned off to prevent the spread of the virus. Students will need to bring their own personal water bottle labeled with their name to school.

### **Area Disinfection and Frequency**

CATEGORY	AREA	FREQUENCY
Workspaces Common Areas	Classrooms, Offices, Cafeteria, Clinics, Library, and Conference rooms	At the end of each use not less than twice per day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier Machines, Projection Boards, Telephones	At the end of each use/daily
Commonly touched surfaces	Door Handles, light switches, sinks	At least 4 times a day.

Restrooms	Door handles, toilets, paper dispensers, doors, sinks	At least 4 times a day.
Buses	Bus seats, handles, railing, belts, window controls	Morning and afternoon after each use.

# COVID FACT SHEET



## WHAT PREVENTIVE MEASURES CAN I TAKE?

- Healthy Diet
- Take Vitamins for Immune Support: B12, D3, Zinc, Vitamin C (Available at your STOF Pharmacy)
- Wear a mask when leaving your home
- Social Distancing: Maintain 6 feet distance when around others
- Get COVID-19 Vaccine
- Do not go to gatherings

## WHAT SYMPTOMS SHOULD I WATCH FOR?

- Fever
- Cough
- Sore or Itchy Throat
- Runny Nose (Similar to Allergy Symptoms)
- Body Aches
- Loss of Taste or Smell
- Abdominal Pain or Diarrhea
- Nausea or Vomiting
- Extreme Fatigue

## WHAT VACCINES ARE AVAILABLE?

- **PFIZER:**
  - 12 Years and Over
  - 2 Doses
  - 21 Days Apart
- **Moderna:**
  - 18 Years and Over
  - 2 Doses
  - 28 Days Apart
- **Johnson & Johnson:**
  - 18 years and Older
  - 1 Dose

**Health & Human Services Hotline  
(833) 786-3458 (833 STOF-HLT)**



# QUARANTINE & ISOLATION GUIDELINES



STAY HOME

## **WHO HAS TO QUARANTINE?**

Anyone who has had “exposure” to an individual diagnosed with COVID

## **WHAT IS EXPOSURE?**

An individual who has been around a person diagnosed with COVID:

- Within 6 feet
- For 15 minutes or more
- With or without a surgical or cloth mask

## **I HAVE BEEN TOLD TO QUARANTINE – NOW WHAT?**

- Get Tested
- Monitor for Symptoms & retest if symptoms develop: (fever, cough, sore or itchy throat, runny nose or allergy like symptoms, diarrhea, abdominal pain, nausea, vomiting, loss of taste or smell, extreme fatigue)
- Stay home for 14 days from last exposure to positive individual

## **WHO HAS TO ISOLATE?**

Any individual testing positive for COVID-19 even without symptoms

## **I AM COVID POSITIVE & TOLD TO ISOLATE – NOW WHAT?**

- Stay Home for 14 Days
- Monitor Your Symptoms
- Seek emergency medical care if symptoms worsen:
- Severe shortness of breath, severe diarrhea, uncontrolled nausea and vomiting, inability to eat and drink
- Stay in a separate room and use separate bathroom from others in your household if possible
- Avoid contact with other individuals or pets in your household if possible
- Do not share personal household items such as cups or utensils

## **IF YOU HAVE ANY CONCERNS CALL THE CLINIC FOR ASSISTANCE**

**EMPLOYEES: PLEASE CONTACT YOUR DIRECT SUPERVISOR IMMEDIATELY  
UPON EXPOSURE OR INTERNATIONAL TRAVEL**

Health & Human Services Hotline  
(833) 786-3458 (833 STOF-HLT)



