



## Human Resources

### Frequently Asked Questions Regarding Educators and COVID-19

#### **Q1 What is the Coronavirus (COVID-19) and how is it transmitted?**

The 2019 novel coronavirus (COVID-19) causes respiratory illness in people and can spread from person-to-person. According to the Centers for Disease Control and Prevention (CDC), the virus is principally spread person-to-person mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other viruses that cause respiratory illness spread. It may also spread when a person touches a surface or object that has virus upon it and then touches their eyes, nose, or mouth or in other ways.

#### **Q2 What are the symptoms?**

The most common COVID-19 symptoms include fever and dry cough. They sometimes include sore throat, fatigue, shaking, muscle aches, chills, new loss of smell or taste, aches and pains, headaches, and shortness of breath.

#### **Q3 How can I be tested for COVID-19?**

Testing for COVID-19 by the Shelby County Health Department is now available at no cost for anyone experiencing even mild symptoms. Visit the **Shelby County Health Department**

**Page** <https://covid19.memphistn.gov/resources/covid-19-testing-sites-in-shelby-county/> for a list of locations. Call in advance to make an appointment.

The Shelby County Health Department asks that you do not go to a doctor's office for COVID-19 testing unless your doctor has instructed you to do so.

#### **Q4 What do I do if I am diagnosed with COVID-19?**

1st and foremost, stay home and take care of yourself.

Immediately contact Human Resources.

Follow **CDC guidance** <https://www.cdc.gov/> for self-care.

Employees should not return to work until they have met the criteria to **discontinue home isolation**:

At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**,

At least 14 days have passed since symptoms first appeared;

Keep supervisor informed of return to work status.

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**Q5 Do employees need to wear cloth face coverings or personal protective equipment (PPE) to protect themselves while working?**

CDC recommends [wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.

Employees should continue to follow their routine policies and procedures for PPE (if any) that they would ordinarily use for their job tasks. When cleaning and disinfecting, employees should always wear gloves and gowns appropriate for the chemicals being used. Additional personal protective equipment (PPE) may be needed based on setting and product.

**Q6 How often should employees wash their hands while at work?**

CDC recommends employees protect themselves from respiratory illness with everyday preventive actions, including good hand hygiene. Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available, especially during key times when persons are likely to be infected by or spread germs:

- After blowing one's nose, coughing, or sneezing
- Before, during, and after preparing food
- After using the toilet
- After touching garbage
- Before and after the work shift
- Before and after work breaks
- After touching objects that have been handled by customers

**Q7 Will I have to use my sick days if I test positive for COVID-19**

The Families First Coronavirus Response Act (FFCRA or ACT) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. See guidelines attached to the Human Resource files.

[https://www.dol.gov/sites/dolgov/files/WH4/posters/FFCRA\\_Poster\\_WH1422\\_Federal.pdf](https://www.dol.gov/sites/dolgov/files/WH4/posters/FFCRA_Poster_WH1422_Federal.pdf)