

SDP GENERAL LETTER FOR SCHOOL STAFF WHO HAVE HAD DIRECT CONTACT WITH STUDENTS

April 13, 2021

Dear Rhawnhurst Staff,

We consider the health and safety of our students and staff to be of extreme importance and are working closely with the Philadelphia Department of Public Health (PDPH) to help mitigate the spread of COVID-19. This letter is to inform you that today, April 13, 2021, we were informed that a student or staff member who was last in our building or office on April 13, 2021 has tested positive for COVID-19.

In accordance with Health Insurance Portability and Accountability Act (HIPPA), the Family Education Rights and Privacy Act (FERPA) and other state laws, we cannot share any additional information about the person. However, please know that the person is self isolating and will not return to school until all CDC guidelines are met.

If you are identified as someone who may have been in close contact with this person, you will be contacted directly by PDPH and/or Employee Health Services with important information concerning the need to quarantine. Close contact is defined as being within six feet of the person for more than 15 minutes within a 24-hour period. An employee who is identified as a close contact with a positive case of COVID-19 must quarantine at home for 10 days. However, you may end quarantine after Day 7 if you remain asymptomatic and receive a negative COVID-19 test within 48 hours of Day 7. After ending quarantine, you must continue to monitor symptoms until 14 days after initial exposure. You may return to work after 14 days of your last contact with the person positive for COVID-19. If at any point during this interval you develop symptoms of COVID-19, you should self isolate and pursue testing.

If your job duties allow and your manager approves, you may work remotely while quarantining. However, if your job duties require you to be on site, you will need to take time off while quarantining. You may use Directed Quarantine Time, sick time, personal time, or vacation time, depending on what you have available in your own leave bank and what you prefer. If you have questions about what time off code to use, please contact the Office of Employee Health Services at employeehealth@philasd.org.

If you are not identified as a close contact, you do not need to quarantine and should report to work as scheduled with your supervisor.

As an extra precaution, we encourage you to monitor yourself closely for the common symptoms associated with COVID-19 listed in the chart below.

Symptoms of a COVID-like Illness		
If you have at least ONE of these symptoms:	O R	If you have at least TWO of these symptoms:
<ul style="list-style-type: none">cough		<ul style="list-style-type: none">fever of 100.4 F or greater

<ul style="list-style-type: none">• shortness of breath• new loss of sense of smell• new loss of sense of taste		<ul style="list-style-type: none">• chills• muscle pain• headache• sore throat
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If you experience any symptoms in the left box or two or more symptoms in the right box, you should be tested for COVID-19. To find a testing site near you, please visit www.phila.gov/covid-testing-sites. Should you have questions or immediate concerns, please call the Philadelphia Health Department's COVID-19 Hotline at 215-685-5488.

As a reminder, all hard touch surfaces in our school are cleaned a minimum of every four hours, and extra cleaning and disinfecting is done in any area that the person who tested positive may have come in contact with.

Thank you, take care and stay safe.

Sincerely,
Principal Kingwood