



MEMORANDUM

To: All BASD Staff

From: Tricia Polakowski, Director of Business Services

Re: Illness Guidance

Date: December 22, 2023

Please know the safety, health, and well-being of our employees and students are our top priorities.

In an effort to mitigate the spread of all viruses, including COVID-19, we are providing everyone with the Centers for Disease Control (CDC) guidelines for preventing the spread of viruses through person-to-person contact.

The CDC recommends the following everyday preventative actions to help mitigate the spread of respiratory diseases:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue and then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- People may choose to mask at any time. People with symptoms, a positive COVID-19 test, exposure to someone with COVID-19 or other respiratory illnesses, are encouraged to wear a high-quality mask when indoors in public. Please be respectful of each other's personal choices.

Employees who are not feeling well are recommended to stay home and not come to work until they are fever-free for at least 24 hours, without the use of fever-reducing medicines, **AND** all other symptoms are improving.

Employees should notify their supervisor by 6:30 a.m. when they are sick and staying home. Immediately following contact with the employee's supervisor, the absence must be entered in Skyward and Parallel (if a substitute is required). There is no requirement to stay home when you test positive for COVID-19 unless you are not feeling well and/or showing illness symptoms.

According to the BASD Professional and Support Staff Handbooks, if an employee is away from work three or more days due to illness, a doctor's note is required. If the absence is due to COVID-19, a doctor's note can be replaced with a picture of the employee's positive COVID-19 test. Please send the picture of the positive test to the Human Resource Specialist, Vicci Stimac, at vstimac@berlin.k12.wi.us and follow the recommendation to stay home and not come to work until you are feeling better and have been fever-free for at least 24 hours, without the use of fever-reducing medicines.

According to the CDC, there are currently no close contact protocols. If you have been in contact with someone who has tested positive, you may continue your daily routine, which includes attending work, unless you are not feeling well or showing illness symptoms.

If you have any questions regarding the contents of this memo, please contact Human Resources.

Be healthy!