

Dear Staff,

There may be times when you are feeling under the weather. You may not be certain about the steps to take because of restrictions and protocols related to COVID. If you are not feeling well, **please complete the form below** to determine what your next steps are. The link will be on the front page of the District Website. If you are unwell in the morning and demonstrating the symptoms below, **you must contact the building administrator who will reach out to Doug Fiore and follow the instructions below.**

	Cough	<p><b>If you check any of the symptoms in blue to the left you need a COVID-19 test.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call your healthcare provider for medical advice.</li> <li><input type="checkbox"/> Call to schedule a test. K-12 testing hotline (844) 857-1814 or at <a href="http://portal.ri.gov">portal.ri.gov</a></li> <li><input type="checkbox"/> Send this form to your building principal &amp; Doug Fiore with a request to work from home if you are well enough or for a COVID Sick day, if not.</li> <li><input type="checkbox"/> If approved, these days do not count against your sick time and you will receive pay.</li> <li><input type="checkbox"/> Enter absence in Aesop as a sick day and Doug will move to work from home or COVID.</li> <li><input type="checkbox"/> Provide Doug with your test results as soon as you receive them.</li> <li><input type="checkbox"/> If positive, we will send you a letter with the next steps.</li> <li><input type="checkbox"/> If negative, provide Doug with a copy of the <a href="#">After-Illness Return Attestation form</a> prior to returning to work.</li> </ul>
	Shortness of Breath/Difficulty of Breathing	
	Loss of Taste	
	Loss of Smell	
	Fever (100.4)	
	Chills	<p><b>If you have two or more of the symptoms in white on the left, you need a COVID-19 test.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call your healthcare provider for medical advice.</li> <li><input type="checkbox"/> Call to schedule a test. K-12 testing hotline (844) 857-1814 or at <a href="http://portal.ri.gov">portal.ri.gov</a>.</li> <li><input type="checkbox"/> Follow the steps in the box above to the right of the blue boxes.</li> </ul> <p><b>If you only have one of the symptoms in white to the left:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call your healthcare provider for medical advice.</li> <li><input type="checkbox"/> Stay home until you are symptom-free without medication for 24 hours and symptoms have improved to baseline.</li> <li><input type="checkbox"/> Place your absence in Aesop as a sick day and Doug may move to work from home or COVID related.</li> <li><input type="checkbox"/> Send this document to Doug Fiore and your building principal.</li> <li><input type="checkbox"/> Note, your healthcare provider may recommend testing.</li> <li><input type="checkbox"/> If you do not need testing, complete the <a href="#">After-Illness Return Attestation form</a> and return it to Doug before returning to work.</li> <li><input type="checkbox"/> If you need to be out more than 24 hours, please email Doug for the next steps.</li> </ul>
	Muscle or Body Aches	
	Sore Throat	
	Fatigue	
	Headache (not typical or recurring for you)	
	Congestion or Runny Nose	
	Nausea/vomiting	
	Diarrhea	

\*Please note if symptoms are typical for you due to known medical issues such as migraines, reactions to medications, etc. they are not considered COVID related. Check with your health care provider if uncertain