

# Lowell Public Schools

## Reporting COVID positive test results procedure and general information (updated 11/18/20)

**All employees:**

Any employee who has tested positive for COVID-19 must contact the following individuals **immediately**:

If an employee works in ....	Immediately Contact
Central Office	HR, Daroth Yann (978) 674-2046 Lowell Health Department, (978) 674-4308
School building	School Principal or HR, Daroth Yann (978) 674-2046 Lowell Health Department, (978) 674-4308
Other	HR, Daroth Yann (978) 674-2046 Lowell Health Department, (978) 674-4308

**Notice to all employees:**

If you personally test positive for COVID-19:

1. Remain home and utilize the chart above for notifications.
2. Call your local Health Department to identify “close contacts” (within 6’ for at least 15 mins of cumulative contact).
3. Before returning to school
  - a. Follow the guidance of the Health Department;
  - b. Obtain clearance from the Health Department to return to work;
  - c. Before you are able to return to work you must contact HR (Daroth Yann).

If you are alerted that someone you have been in contact with tested positive for COVID-19, please note the following:

1. You are considered a close contact and at risk if you have been within 6 feet of the individual for at least 15 cumulative minutes, while the person was infectious. As we know, all employees must wear a face mask (see face mask protocols/guidelines) regardless of their proximity to others.
2. Contact tracing begins by the Health Department (978-674-4308).
3. You will only be notified if you are determined to be a “close contact” by the health department. If you are confirmed as a close contact, please request a copy of the “close contact” note from the health department which requests you to quarantine. Please send a copy of the note to Daroth Yann in HR [Dyann@lowell.k12.ma.us](mailto:Dyann@lowell.k12.ma.us)
4. You may also contact the health department directly so you may get further instructions on next steps (978-673-4308).
5. You must be cleared to return to work by the health department.