** Jackson**

**PUBLIC SCHOOLS**

**COVID-19 CLOSE CONTACT NOTIFICATION**

This letter serves as notification of possible exposure to COVID-19 in your workplace. Please follow these instructions carefully as they are made to prevent the spread of COVID-19 and ensure the safety of JPS staff.

**Close Contact**

Close Contact status is defined as personal presence within 6 feet for a minimum of 15 minutes or had direct physical contact with a positive case. *Out of an abundance of caution, you are being notified of the possibility of close contact or a COVID-19 positive case.*

**Testing**

Due to the high risk of exposure under close contact, testing is paramount. Employees who have been in close contact with a positive case MUST be tested and undergo self-quarantine or isolation. (Please note that a JPS official will notify you if you are believed to have been in close contact with a positive case at work.) Listed below are COVID-19 testing sites. Employees are strongly encouraged to utilize the rapid results testing options, to ensure timeliness of any further action.

| **Rapid Testing Covered By Insurance** | **Free Testing** |
| --- | --- |
| ***Trustcare (multiple sites)***  4880 I-55 Frontage Road North  Jackson, MS 39211  Hours:  Sunday: 1:00 PM - 7:00 PM  Monday - Friday: 8:00 AM - 8:00 PM  Saturday: 9:00 AM - 5:00 PM  Appointments: trustcarehealth.com or (601) 487-9199 | ***University of Mississippi Medical Center***  West Street Farmers Market  352 E. Woodrow Wilson  Jackson, MS  Open M-S 8am- 5pm  Appointment via [https://covidschedule.umc.edu/](about:blank)  Or (601) 496-7200  **Jackson Hinds Comprehensive Health Center**  3502 W. Northside Drive  Jackson, MS  OR  145 Raymond Road  Jackson, MS  (601) 362-5321 Ext. 1179 |

If an employee receives a **negative COVID-19 test result and they are asymptomatic**, they must do the following:

* Complete **three-day** self-quarantine
* Monitor for symptoms during quarantine
* Provide their supervisor with documentation of a negative test result
* Return to work after completion of self-quarantine

If an employee receives a **negative COVID-19 test result and they become symptomatic** during their three days of self-quarantine, they must do the following:

* Get retested immediately.
  + If a *positive* result is received, refer to *Guidance for Positive COVID-19 Test Results* below and provide their supervisor with documentation of the result.
  + If a *negative* result is received, provide your supervisor with documentation of this result, complete three-day quarantine, ensure that they remain fever free for at least 24 hours **WITHOUT** the use of a fever-reducing medication, e.g. Tylenol, Motrin, **AND**
* Symptoms have improved before returning to work

**Guidance for Positive COVID-19 Test Results**

After receiving a COVID-19 positive diagnosis, instructions will be provided from the testing facility. In addition, employees must ***provide their supervisor with documentation of the positive test result*** and follow the guidance below before returning to work.

If an employee receives a **positive COVID-19 test result and they are symptomatic:**

* Isolate for 10 days starting from the date of last contact with the positive case
* Ensure that they remain fever free for at least 24 hours **WITHOUT** the use of a fever-reducing medication, e.g. Tylenol, Motrin, **AND**
* Symptoms have improved before returning to work

If an employee receives a **positive COVID-19 test result and they are Asymptomatic:**

* Isolate for 10 days starting from the date of last contact with the positive case
* If symptoms develop during isolation, ensure that they remain fever free for at least 24 hours **WITHOUT** the use of a fever-reducing medication, e.g. Tylenol, Motrin, **AND**
* Symptoms have improved before returning to work