



ALABAMA DEPARTMENT OF
**Early Childhood
Education**

Honorable Kay Ivey, Governor
Barbara J. Cooper, Ph.D., Secretary

DATE: August 6, 2021
TO: Alabama Department of Early Childhood Education Staff
FROM: Barbara J. Cooper, Ph.D. Secretary of Early Childhood Education *BJC*
RE: COVID-19 Staff Guidance and Information

It is very important for ADECE field staff to ensure personal health and safety when visiting designated sites and schools. The following information serves as a guide to help you better protect yourself and determine “next steps” in the event of a COVID-19 exposure while performing necessary out-of-office duties and responsibilities.

Level of Exposure	Description	Next Steps
A	You test positive for COVID-19.	Notify your supervisor. <u>If vaccinated</u> , you must self-quarantine for 10 calendar days AND have no symptoms before returning to work. <u>If unvaccinated</u> , you must self-quarantine for 14 calendar days but may return to work if symptom free for 10 days.
B	YOU have been in “Direct Contact*” with a person who has tested positive for COVID-19.	Notify your supervisor. <u>If vaccinated AND symptom free</u> , you may continue working. <u>If unvaccinated AND symptom free</u> , you must self-quarantine for 10 calendar days AND have no symptoms before returning to work. If you have symptoms, you may not return to work until 10 days after the first day symptoms appeared.
C	YOU have been exposed* to someone who has been exposed to someone who tested positive for COVID-19.	Notify your supervisor. If vaccinated, watch for development of any symptoms. If unvaccinated, watch for symptoms and wear a mask.
D	YOU display symptoms of COVID-19 but have not been tested.	Notify your supervisor. Take a COVID test and if positive, you must self-quarantine for 10 calendar days OR present a negative COVID-19 test result prior to returning to work.
E	YOU do not want to perform out-of-office duties and responsibilities due to Coronavirus-associated fears.	Notify your supervisor. You will receive necessary instructions on submitting a leave request from the Personnel Officer. This leave will be personal leave as it does not qualify for usage of sick leave, therefore it must be approved by the Supervisor.



Frequently Asked Questions:

1. *What is “Direct Contact” or “Exposure?” **This is defined by CDC as close proximity (within 6 feet) for a duration of 15 minutes or longer per 24 hour period.**
2. Will I be required to self-quarantine if I have been exposed to but not tested positive for COVID-19, or do not have any symptoms? **Yes, ONLY if you are unvaccinated.**
3. Will I be required to use leave during the self-quarantine process? Yes.
4. How can I avoid “Direct Contact” or minimize “Exposure?”
 - a. Wear your mask
 - b. Wash your hands
 - c. Watch your distance (keep at least 6-feet away from other people)
 - d. Watch your time (limit interactions to less than 15 minutes, set a timer to chime every 14 minutes to allow you to maintain this threshold)
 - e. Do not travel with others and if it’s absolutely necessary, wear a mask

Please remember to:

1. Stay home if any symptoms of illness, like fever or cough, present.
2. Wash your hands with soap and hot water often.
3. Avoid touching your nose, mouth, and eyes.
4. Be diligent about workplace sanitation and pay close attention to cleaning surfaces.
5. Avoid close contact with coworkers (**maintain separation of at least 6 feet**).
6. Utilize conference calls or video conferencing rather than in-person meetings, when possible .

Thank you for your support with creating a safe work environment for our team. We will update our guidance as new information becomes available. Please receive the latest updates from the Centers for Disease Control at www.cdc.gov.

cc. Dianna Tullier, Senior Director
Dr. Pamela Truelove-Walker, Senior Director
Tammy Gibson, Personnel Manager
ADECE Leadership Team



DATE: August 6, 2021
TO: Alabama Department of Early Childhood Education Staff
FROM: Barbara J. Cooper, Ph.D. Secretary of Early Childhood Education *BJC*
RE: **Internal** COVID-19 Staff Guidance and Information

We are continuing to take preventative measures to support our employees with minimizing the risk of exposure to COVID-19. While the Alabama mask mandate has been lifted and the number of employees who have chosen to receive the vaccine continues to grow, with the emergency and risk level of the Delta Variant, it's imperative that we update our guidance. We are limiting in-person meetings and request that any attendees social distance by a minimum of 6 feet and wear masks. Please see the updated protocol below and feel free to contact your Supervisor if you have any questions.

Updated COVID-19 Protocol:

Masks and social distancing are required for ALL ADECE staff during ALL previously scheduled and approved in person meetings, regardless of number of participants. Masks should be worn anytime a staff member is within 6 feet of another person.

We must refrain from gathering in the lounge or other common areas for lunch; warm your food one at a time and exit the room.

A request for approval must be submitted for ALL trainings. The LaserFiche training approval form **MUST** be completed prior to facilitating any training sessions.

The CDC considers close contact to be exposure to a person within 6 feet for at least 15 minutes. If exposed, the employee should immediately contact the Supervisor. The Supervisor will advise the employee that fully vaccinated, asymptomatic employees may continue to work and will not need to isolate but should monitor for any symptoms. Unvaccinated employees who are exposed to COVID-19 are asked to immediately self-quarantine for a period of no less than 10 days if they remain symptom free. If the employee becomes symptomatic, the isolation period will be extended 10 days after symptoms first appear or the date of a negative test (taken 5 days after symptoms first appear.)

With Supervisor approval, employees may be allowed to work during quarantine if they remain symptom free and do not have a positive test result. The State tele-work conditions will apply, i.e., no children 17 or younger in the home, staff must have remote-feasible work assignments and must provide a detailed work log to their Supervisor.

The ADECE will resume temperature checks of all people who come into the Montgomery office. Anyone with a temperature of 100.4 or higher will be sent home. If you've been walking vigorously, pause before you have your temperature taken. Tammy Williams will check the



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temperature of all employees whose work hours begin prior to 8:00 a.m. All other employees are asked to come through the main office doors so that Antisa Allen can check temperatures until 9:00 a.m. Employees who arrive after 9:00 a.m. should have their temperature checked by Tammy Gibson or Tammy Williams upon arrival, prior to going into their own office.

Thank you for your support with creating a safe work environment for our team. We will update our guidance as new information becomes available. Please receive the latest updates from the Centers for Disease Control at www.cdc.gov.

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