



DATE: August 26, 2020
TO: Alabama Department of Early Childhood Education Staff
FROM: Barbara J. Cooper, Ph.D. Secretary of Early Childhood Education
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; you must self-quarantine for 10 calendar days AND have no symptoms before returning to work. |
| B | YOU have been in “Direct Contact*” with a person who has tested positive for COVID-19. | Notify your supervisor: you must self-quarantine for 10 calendar days AND have no symptoms before returning to work. |
| C | YOU have been exposed* to someone who has been exposed to someone who tested positive for COVID-19. | Notify your supervisor; watch for development of any symptoms. |
| D | YOU display symptoms of COVID-19 but have not been tested. | Notify your supervisor; 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.**
2. Am I required to self-quarantine if I have been exposed to but not tested positive for COVID-19 or do not have any symptoms? **Yes!**
3. Am I required to use leave during the self-quarantine process? **Yes!**
4. How can I avoid “Direct Contact” or “Exposure?” To prevent Direct Contact so you are NOT in Level B or Level C, do the following
 - a. Wear your mask
 - b. Wash your hands
 - c. Watch your distance (keep at least 6-feet away from other people)



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Honorable Kay Ivey, Governor

Barbara J. Cooper, Ph.D., Secretary

- 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