



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