



As of May 13, 2021

Dear Hochstein Employee:

If your online health screening results indicated that you are currently unable to enter our building, please complete the appropriate steps, outlined below. *Please note that if you do not have symptoms and are otherwise healthy, you are still expected to work/teach from home (if possible) during this time.*

FACULTY: If you have not yet done so, **please call the Hochstein Front Office immediately** at (585) 454-4596 to let them know you are unable to teach in-person today, then notify Gary Palmer.

STAFF: Please notify your supervisor immediately.

1. If you indicated that a household member has exhibited one or more of the symptoms of COVID-19 in the last 14 days: contact your healthcare provider immediately for assessment AND for COVID-19 testing, if necessary.

- If your doctor determines that the symptom(s) indicate another diagnosis AND/OR he or she does NOT recommend a COVID test, please email a written doctor's note to that effect to both your supervisor AND healthscreeners@hochstein.org. You may return to Hochstein once you are well.
- If your healthcare provider recommends a COVID test, please schedule a test *as soon as possible*; [click here](#) to find a testing site near you.
 - **If your COVID-19 test results are NEGATIVE:** please email your written negative result to both your supervisor AND healthscreeners@hochstein.org. Then you may return to the building.
 - **If your COVID-19 test results are POSITIVE:** *notify your supervisor immediately*. Work with your supervisor to determine when you were last in the building, with whom you came into contact, and in what areas of the building you were. Follow all recommendations provided to you by your testing facility and your healthcare provider, and cooperate fully with local/state health authorities and contact tracers. You may NOT return to the building until:
 - ALL household members receive negative COVID tests, OR
 - ALL household members are released from isolation by the Department of Health.

Please email any written negative test results, doctor's notes, or DOH notifications to both your supervisor AND healthscreeners@hochstein.org.

TO REVIEW, your options for returning to the building are as follows:

- Get a doctor's note that you are cleared to resume in-person activities (*submit via email*)
- Get a negative COVID test (*submit via email*)
- Get released from isolation by the Department of Health (*submit via email*)
- Wait until you have been symptom-free for at least 14 days

2. If you indicated that in the last 10 days, a household member has been exposed to someone who is known OR suspected to have COVID-19, follow the appropriate steps below.

- **Do you meet ALL OF THE following criteria?**
 - Are fully vaccinated (at least 2 weeks beyond the *final* dose of your COVID-19 vaccine series), AND
 - Are within 3 months of administration of the final dose, AND
 - Have remained asymptomatic since the current COVID-19 exposure

If you meet ALL of the criteria above, you may reenter the building after submitting a copy of your COVID-19 vaccination record to both your supervisor AND healthscreeners@hochstein.org. If you do NOT meet ALL of the criteria above, continue to the next bullet.

- **Do you have official isolation orders from the Department of Health?**
 - **IF SO:** You may NOT re-enter the building until you have been officially released from isolation (*must be submitted via email to both your supervisor AND healthscreeners@hochstein.org*) OR it has been more than 10 days since the date of exposure.

- **IF NOT:** contact your healthcare provider for assessment AND for COVID-19 testing, if necessary.
 - If your doctor determines that you have not been exposed AND/OR he or she does NOT recommend a COVID test, please email a written doctor's note to that effect to your supervisor AND healthscreeners@hochstein.org. You may then return to the building.
 - If your doctor recommends a COVID test, please schedule a test on the timetable they recommend, which may not be immediate; [click here](#) to find a testing site near you.
 - If your results are positive, see instructions under item 1 above.
 - *If your results are negative, you must still complete the required 10-day isolation, unless your doctor advises otherwise. If they say that you may return to in-person activities upon receipt of a negative test result, please email a written doctor's note to that effect to both your supervisor AND healthscreeners@hochstein.org.*

TO REVIEW, your options for returning to the building are as follows:

- Submit your vaccination record for exemption from isolation, if applicable (*submit via email*)
- Get a doctor's note that you are cleared to resume in-person activities (*submit via email*)
- Get released from isolation by the Department of Health (*submit via email*)
- Wait until it has been more than 10 days from the time of exposure

- 3. If you indicated that a household member has had a positive test for COVID-19 in the last 14 days:** you may NOT return to the building until ALL members of your household receive negative COVID tests OR have been released from isolation by the Department of Health. Please email any written negative results or DOH notifications to both your supervisor AND healthscreeners@hochstein.org.

TO REVIEW, your options for returning to the building are as follows:

- ALL household members get negative COVID tests (*submit via email*)
- ALL household members are released from isolation by the DOH (*submit via email*)
- Wait until it has been more than 14 days from the positive test

- 1. If you indicated that in the past 10 days, someone in your household has traveled internationally:** you are subject to the [federal CDC post-international travel requirements](#), below:

- **If you are fully vaccinated (2+ weeks past final vaccine dose):** you are not required to quarantine but must get tested 3-5 days post-travel.
- **If you are NOT fully vaccinated:** you must quarantine for 7 days. If you get a negative test 3-5 days post-travel, you may exit quarantine after day 7. If you choose not to get tested, you must quarantine for a full 10 days post-travel.

TO REVIEW, your options for returning to the building are as follows:

- Be fully vaccinated (2+ weeks past final vaccine dose) – *please show your card to the health screener upon return to building*
- If you are not fully vaccinated, complete your required quarantine period

Wait until it has been more than 10 days post-travel to return to the building. We truly appreciate your efforts in protecting yourself and others. If you have any questions, please contact your immediate staff supervisor or, if you are a member of our faculty, please contact Gary Palmer.

Sincerely,



Margaret Quackenbush
President & Executive Director