



**Official Policy  
of  
Ogden Preparatory Academy**

**6. Human Resources**

**6.27.POL COVID-19 Quarantine Policy**

**Effective/Revision Date:** January 22, 2021

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It is the intent of the Ogden Preparatory Academy Board of Directors to promote a safe environment at the school buildings, and to put policy in place to increase the safety of each employee, student, and visitor in the school buildings.

1. Definitions

- a. Hotspot: CDC threat level at or above the current threat level of Weber County OR an infection rate greater than that of Weber County;  
<https://covidactnow.org/?s=819151>
- b. Exposure/Close Contact: Close contact means someone was closer than 6 feet or 2 meters (about 2 arm lengths) to a person who has COVID-19 for 15 minutes or longer. Those wearing masks who are able to physically distance are not considered exposed.

2. Quarantine

- a. **Vaccinations.** Employees who have been exposed to COVID-19, or qualify for quarantine under any provision herein, do not need to quarantine if they meet **ALL** of the following conditions:
  - i. It has been 2 weeks since their final vaccination dose.
  - ii. They are within 3 months of their final vaccination dose.
  - iii. They have remained asymptomatic since the exposure.
- b. **Employee Travel**
  - i. It is recommended that employees take necessary precautions to maintain safety including social distancing and the wearing of masks.
  - ii. Inside Utah - no quarantine necessary upon return.
  - iii. Inside US
    1. Non-Hotspot by county during time of travel: no quarantine required.
    2. Hotspot by county during time of travel: need to quarantine.
  - iv. Outside US: ¶
  - v. ~~Q~~ **Mandatory** quarantine upon return to U.S.
  - vi. Air travel: ~~Q~~ **mandatory** quarantine.

- c. Employee Paid Time Off
  - i. Employees will be paid for up to 80 hours, or the equivalent amount of 10 days per the employee’s schedule, and any applicable PTO will not be reduced for a quarantine period under the following conditions:
    - 1. Mandated quarantine by the health department.
    - 2. Extension of Bereavement policy to allow for travel for funeral services.
    - 3. If the employee can work remotely, and reasonable remote work can be accommodated.
  - ii. Employees may take leave without pay or elect to use their PTO for a quarantine period under the following condition:
    - 1. Non-essential travel.
  - iii. Administration may make exceptions for individual circumstances upon review.
- d. School Related Quarantines:
  - i. Upon notification of a positive COVID-19 case, OPA Administration is responsible to perform contact tracing and determine who is required to quarantine based on State and Local Health Department and CDC guidelines. Administration will consider proximity during contact tracing.
  - ii. Any affected classroom or area will be thoroughly cleaned and sanitized before additional use.
  - iii. Students, or staff who were exposed to someone with COVID-19 may not have to quarantine if **ALL** of the following are met:
    - 1. The school can verify that both people were wearing face masks (the person who was exposed and the person who tested positive) as defined by state public health order, and
    - 2. The person who was exposed does not have any symptoms of COVID-19.
    - 3. If at any time during the 14 days after their exposure a person develops symptoms of COVID-19, he or she should isolate and get tested right away. If the person does not have symptoms, he or she should wait 7 days after they were exposed to get tested.
  - iv. Any student or class in quarantine will continue learning remotely.
  - v. For potentially exposure:
    - 1. Families will be notified of any exposure and the Administrative quarantine decision.

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- 2. Staff will be notified of any exposure and have the option to quarantine.
  - vi. Families may choose to quarantine their child(ren) at any time.
  - vii. If a class member or teacher is quarantined due to non-school exposure, the class will not quarantine. Teachers will support quarantined students remotely.
- e. Soft Closure
  - i. Elementary: If 6 or more classes, or 15 or more staff members are quarantined during the same quarantine period, the building may move into soft closure for a quarantine period of up to 14 days. Learning will continue remotely.
  - ii. Junior high: If 10 or more students and staff are infected, 7 or more staff members are quarantined, OR 100 or more students are quarantined during the same quarantine period, the building may move into soft closure for a quarantine period of up to 14 days. Learning will continue remotely.
  - iii. At any time that the exposure rate is deemed to be dangerous to the school population, or the quarantine/absence rate is deemed to make in person school difficult, the Administration may determine to move into soft closure.
  - iv. The School will move into soft closure as directed by the Health Department.
- 3. Low Risk Test and Return Protocol
  - a. A teacher, staff member, or student who was quarantined based on being exposed to someone who tested positive for COVID-19 may return to work or school in person if he or she meets ALL of the following:
    - i. The quarantined teacher, staff member, or student has a negative COVID-19 test result (must be a PCR or antigen test, not an antibody test). Tests must be taken no less than 7 days after the last exposure to the person who tested positive.
    - ii. The teacher, staff member, or student does not have symptoms of COVID-19.
    - iii. The teacher, staff member, or student has received administrative approval to return.
  - b. If the person does not meet ALL criteria or chooses not to get tested, he or she should quarantine at home for 10 days from the last day of exposure.

Anyone who has been exposed to COVID-19 and comes back to school must continue to watch for symptoms. Anyone who gets symptoms should isolate at home and call their healthcare provider.

Due to the ever changing nature of the pandemic, current numbers may be adjusted based on the Health Department recommendations.

Document History

Approved:	August 4, 2020	
Revised:	August 11, 2020	<i>Changed from 10 day quarantine to 14 day quarantine per health department recommendation.</i>
	October 29, 2020	<i>Added the Low Risk Test and Return Protocol for teachers and staff</i>
	December 10, 2020	<i>Allowed the rapid test and return for staff regardless of exposure circumstances, and for travel. Adjusted numbers for soft closure. Changed definition of hotspot.</i>
	January 22, 2021	<i>Changed quarantine requirements due to masks and proximity. Included Students in Rapid test and return protocol..</i>

Legal References

Utah Department of Health COVID-19 School Manual

Utah Department of Health and School Medical Advisory Committee Recommendations

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