



Dear Substitute,

As we begin to return to the classroom this year, the North Coast Shared Services Alliance (NCSSA) is committed to your health and safety as our employee during these unprecedented times.

While this year may look different, traditional school, remote/virtual school, and hybrid offerings, the need for our NCSSA substitute teachers remain an integral part of the students' success in our client school districts.

For your health and safety, as well as the students and fellow educators while on duty as an NCSSA substitute teacher, please follow the recommended General Safety Measures for Substitute Teachers as you consider taking and fulfilling an NCSSA substitute teacher assignment:

- Check Your Temperature and Assess for Symptoms before Reporting to Assignment
- Refrain from accepting assignments if you do not feel well or have any of the following symptoms: Fever over 100F Fever or chills • Cough. • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea • Repeated shaking with chills
- Check District's Safety Protocol before Reporting
- Check the accepted school district assignment for specific instructions on Lessons Plans and Where to Report
- Self-Quarantine for 14 days if recently traveled to Restricted-Level States/Countries
- Refrain from accepting assignments until the quarantine period is fulfilled

#### **While on Duty**

- Masks Required
- Wash and Sanitize Hands Frequently
- Practice Social Distancing
- Follow School districts safety and health protocols
- Follow Governor's Orders and CDC Guidelines

### **If You Have Been Exposed to Someone with a Positive COVID Test:**

**Quarantine.** You should stay home for 14 days from the date of your last exposure and monitor your health. Watch for fever, shortness of breath, or other symptoms of COVID -19. If symptoms develop contact a primary health care professional to determine the next steps.

Even if you test negative for COVID-19 or feel healthy you should stay home since symptoms may appear 2-14 days after exposure to the virus.

### **If You Received a Positive COVID Test:**

**Isolate at home to limit the spread of the illness.** Follow the guidance of your primary healthcare provider. **You are directed to contact the Educational Service Center of Northeast Ohio within twenty-four (24) hours of receiving your positive test results.**

The State of Ohio requires us to inform the local school districts of any possible exposure. This information is used to prevent and minimize the spread of COVID-19. **We will only report information that follows the Ohio Department of Health order. We will not disclose any protected health or identifiable information.**

### **When Can an NCSSA Substitute Teacher Return To Work/ End Home Isolation:**

#### **If you think or know you had COVID-19, and/or had flu like symptoms**

You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving\*

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

If you had a severe illness from COVID-19 (you were admitted to a hospital and needed oxygen), your healthcare provider may recommend that you stay in isolation for longer than 10 days after your symptoms first appeared (possibly up to 20 days) and you may need to finish your period of isolation at home.

If testing is available in your community, your healthcare provider may recommend that you undergo repeat testing for COVID-19 to end your isolation earlier than would be done according to the criteria above. If so, you can be around others after you receive two negative tests results in a row, from tests done at least 24 hours apart.

#### **If you tested positive for COVID-19 but had no symptoms:**

- It has been at least 10 days since the date of your first positive test; **and**
- You have not subsequently developed any COVID-19 symptoms since your positive test.

*\*If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”*

If testing is available in your community, your healthcare provider may recommend that you undergo repeat testing for COVID-19 to end your isolation earlier than would be done according to the criteria above. If so, you can be around others after you receive two negative test results in a row, from tests done at least 24 hours apart.

**Please contact the Educational Service Center of Northeast Ohio, NCSSA department if you have questions or need additional information.**

**NCSSA Contact Information for COVID Notification or Questions:**

**Loren Cross**

**Phone: 216.525.2517**

**Email: [loren.cross@escneo.org](mailto:loren.cross@escneo.org)**

Sincerely,

A handwritten signature in cursive script that reads "Steve Rogaski".

Steve Rogaski, Director  
Human Resources and Pupil Services  
Educational Service Center of Northeast Ohio  
Proud Partner of the North Coast Shared Services Alliance