



THE SCHOOL DISTRICT OF
PHILADELPHIA

A Message from the Superintendent

Dear School District of Philadelphia employees and volunteers,

First, thank you for your individual and collective service to the students who attend schools across our city. To those who are supporting students while self-isolating and to those who are entering school district buildings and sites to provide needed functions and services, we appreciate the contributions you all are making. As we continue to work and volunteer under unprecedented conditions, your safety and the safety of others is paramount. To ensure the safety of all, you are asked to follow the directions below.

IF YOU TEST POSITIVE FOR COVID-19 OR HAVE COVID-19 SYMPTOMS (fever, shortness of breath, chest pain, or a dry cough):

1. **STAY HOME** and **SELF-ISOLATE**.
2. **DO NOT ENTER A SCHOOL DISTRICT BUILDING OR SITE** - If you test positive or have COVID-19 symptoms you are not authorized to enter a School District building until you are well and you remain without symptoms.
3. **REPORT YOUR CONDITION TO coronavirusreport@philasd.org AND COPY YOUR SUPERVISOR** - Include your name, telephone number, work location, the date of your test result, a copy of your test result, and the names of anyone you were in contact with if you were in a school district building or site in the past 14 days. All reports are confidential and the individuals receiving the email are health care professionals.

IF YOU HAVE BEEN IN CONTACT WITH ANYONE WITHIN 14 DAYS OF THEIR POSITIVE COVID-19 TEST or the start of their fever, shortness of breath, chest pain, or dry cough:

1. **STAY HOME** and **SELF-ISOLATE**.
2. **REPORT THE NAME AND CONTACT NUMBER** (if known) to coronavirusreport@philasd.org and include your name, contact information, and the names of anyone else present when the contact occurred in the School District building or site.
3. **DO NOT ENTER A SCHOOL DISTRICT BUILDING OR SITE** for at least 14 days after the contact, as long as you remain without symptoms. If you begin to have COVID-19 symptoms after the contact, please confer with your health care provider, follow the directions above and do not enter a School District building until you are well and symptom free. All reports are confidential and the individuals receiving the email are health care professionals.

IF YOU HAVE NOT TESTED POSITIVE AND DO NOT HAVE COVID-19 SYMPTOMS and YOU ENTER A DISTRICT BUILDING OR SITE:

1. **WEAR A MASK** - As of [April 3rd](#), Governor Wolf has asked all to wear a mask or scarf to cover their nose and mouth to ensure the protection of themselves and others.

2. **PRACTICE SOCIAL DISTANCING** by remaining at least 6 feet away from other individuals.
3. **WASH YOUR HANDS FREQUENTLY** and avoid touching your eyes, nose, or mouth. Report to a supervisor when there is not ample supply of masks, sanitizer, soap, or wipes available.

IF YOU SUPERVISE AN INDIVIDUAL WHO HAS A POSITIVE TEST OR COVID-19 SYMPTOMS (fever, shortness of breath, chest pain, or a dry cough):

1. **SEND THE INDIVIDUAL HOME to SELF-ISOLATE** - The individual is not authorized to enter a School District building or site after a positive COVID-19 test or COVID-19 symptoms.
2. **REPORT TO coronavirusreport@philasd.org THE IDENTITY OF THE INDIVIDUAL** if the individual has not done so already. Include the individual's telephone number, work location, and the name(s) and telephone number(s) of others who may have come into contact with him or her.
3. **LIMIT THE NUMBER OF PEOPLE INFORMED ABOUT THE INDIVIDUAL'S IDENTITY** to the health care professionals who receive the report email. The employee's identity, under the Americans with Disabilities Act, must not be disclosed and the School District, as an employer, must maintain confidentiality of people with COVID-19.
4. **ANTICIPATE DIRECTION FROM HEALTH SERVICES.**

By following these directions, we can all support a healthier work environment for ourselves and our colleagues. Please contact coronavirusreport@philasd.org or the coronavirus hotline at 215-400-5300 with any questions. Thank you, again, for your commitment.

Sincerely,

William R. Hite Jr., Ed.D.

Superintendent

The School District of Philadelphia