

Universal Memo for Person Who is Positive for COVID-19

Memo Date:	
Location:	

(in this memo, “you” refers to staff, student, contractor or volunteer)

Thank you for notifying your principal or supervisor of your positive COVID-19 test result. We hope that you feel better soon!

If you had a positive COVID-19 test or were diagnosed with COVID-19, you must stay home, except to get needed medical care. Everyone must stay home who tests positive for COVID-19, even if you are vaccinated, have no symptoms or were recently (within the last 90 days) infected and recovered. You must stay home until all of the following are true:

- At least five (5) days have passed since symptom(s) started AND
- You no longer have a fever, AND
- All other symptoms are getting better, AND
- You have a negative test* collected on day 5 or later

*Either an antigen or PCR test, including over the counter home tests, are acceptable to leave isolation or in people who have had a recent COVID-19 infection.

If you never had COVID-19 symptoms, you must stay home for five (5) days after the positive test. If you test negative on day 5 or later you may return to work/school on day 6 or later. If your test continues to be positive or you are unable, or choose not to test, you can end isolation after day 10.

When you are ready to return to school/work in person, please contact your principal or supervisor first. All criteria to return must be met before you return to work/school in person.

Get Tested: [SFUSD options in partnership with Color](#) or [SFDPH Test Sites](#)

Please contact your site principal or supervisor if you have any questions or concerns.

Related SFUSD Policies

For employees whose potential exposure occurred in the workplace, COVID-19 testing can be done during work hours. However, you are required to follow home quarantine guidelines.

Under current Federal law, an employee’s health plan must cover the expenses of COVID-19 testing in instances of potential exposure (i.e., close contacts or direct exposure from sneezing or coughing).

San Francisco Unified School District’s [Nondiscrimination in Employment Policy](#) applies also to COVID-19 Related Harassment and Discrimination.

Refer to [COVID-19 Benefits](#) for information related to benefits you may be entitled to, as an employee and the [COVID-19 related Leave of Absence FAQ \(Live FAQ\)](#)

If you are not an employee but work for a contractor or CBO, please notify your employer of your need to quarantine. As a precaution, SFUSD may also communicate this with your agency or employer.