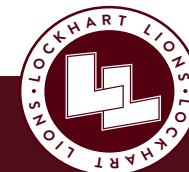


COVID-19 EMPLOYEE WORKPLACE PROCESS MAP - 2020-2021



EMPLOYEE REQUIREMENTS - COVID-19 SCREENING

Employees must self-screen daily for these symptoms of COVID-19 in a way that is not usual for them prior to coming to campus:

- o Temperature of 100 or greater
- o Loss of taste or smell
- o Difficulty breathing
- o Fatigue
- o Chills
- o Congestion or runny nose
- o Shaking or exaggerated shivering
- o Significant muscle pain or ache
- o Diarrhea, nausea, or vomiting
- o Nausea or vomiting
- o Cough
- o Shortness of breath
- o Headache
- o Sore throat



When an employee has tested positive for COVID-19 and has symptoms:

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 in a way that is not usual for them (listed in the grey box) will be assumed to be infected and must stay at home throughout the infection period, and cannot return to work until the supervisor screens the individual to determine all of the below conditions for work re-entry have been met:

- **at least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications);**
- **the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.**

When an employee has symptoms of COVID-19 and has not been tested:

If an individual has symptoms that could be COVID-19 and wants to return to work before completing the above stay at home period, the individual must either:

(a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis, **or**

(b) obtain an acute infection test (at a physician's office or at an approved COVID-19 testing location) that comes back negative for COVID-19. Testing locations can be found at this link: <https://tdem.texas.gov/covid-19/>.

Definition of Close Contact

One's proximity/exposure to an individual who is COVID-19 positive - Texas Education Agency Guidelines

- being directly exposed to infectious secretions (e.g., being coughed on); or
- being within 6 feet for a sustained duration of at least 15 minutes (However, mitigating factors such as the use of masks and quality ventilation may be considered).

When an employee has tested positive for COVID-19 and has NO symptoms:

- If an individual tests positive for COVID-19, but has no symptoms, the individual may return to work after 10 days have passed since the date the individual was tested as long as the individual continues to have no symptoms.
- **If an employee develops symptoms after testing positive, the employee must then follow the protocol for employees who have tested positive and have symptoms.**

When an employee has had close contact with an individual who has tested positive for COVID-19:

- The employee must remain at home for 14 days and monitor for COVID-19 symptoms.
- If employee lives with someone and cannot avoid close contact with the infected person, then the 14 day quarantine begins when the isolation period of the infected individual ends.
- **If an employee tests positive for COVID-19 or develops symptoms, follow the protocol for when an employee tests positive.**

When an employee reports a person who lives in their home was exposed to an individual who tested positive for COVID-19:

- An employee may return to work if the person who lives in their home has no symptoms and has not tested positive for COVID-19.
- **If the person who lives in their home develops symptoms or tests positive for COVID-19, follow appropriate guidance for employees who had close contact with an individual who has tested positive for COVID-19.**

Lockhart ISD Employee Expectations:

- All employees must self screen prior to reporting to work each day. The self screening should include employees taking their own temperature;
- All employees must stay at home if you have a fever, feel ill, or come in contact with a person who is lab-confirmed to have COVID-19. Communicate with your supervisor immediately either by phone or email. Enter your leave into Skyward/AESOP. Employees must remain off campus until they meet the criteria for re-entry; and
- If an employee has had close contact with an individual who is lab confirmed with COVID-19, as defined in this document, the employees must report by phone or email to their supervisor immediately, and, must remain off campus until the 14-day incubation period has passed

All confirmed COVID-19 or COVID-19 symptomatic individuals must complete the LISD COVID-19 Intake Form and email a copy of their COVID-19 lab-confirmed test results to covid19hrsupport@lockhart.txed.net.

After completing the COVID-19 Intake form, Human Resources will be in contact with the employee to discuss leave options based on job duties.

If you suspect you could have COVID-19, please seek medical attention.

Changes to the public health situation may necessitate changes to this guidance. If you have any questions, please contact LISD Human Resources at 512-398-0041 or covid19hrsupport@lockhart.txed.net

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