



Leading Forward



Lockhart Independent School District COVID-19 Response Plan for Employees

2020 - 2021

Leading Forward

While Lockhart ISD's approach to the school year has changed due to COVID-19, the commitment to grow our students remains unchanged. In Lockhart ISD, we continue to ensure our students are challenged, healthy, engaged, safe, and supported so they can thrive and reach their full potential. We commit to holding high expectations for our students, for ourselves, and each other because this is the foundation for equitable and excellent outcomes for all. This enduring commitment is why students are at an advantage in Lockhart ISD.



The district also takes very seriously the responsibility of caring for the safety and well-being of our students and staff. In our approach to the new school year, our leadership team partnered with a diverse group of 76 LISD staff who served on the Reentry Task Force and the Caldwell County Chief Medical Officer to forge a pathway to reopen schools in a way that prioritized safety while enabling us to serve students the Lockhart ISD way.

The guidance contained within this document is anchored by the recommendations shared from the Centers for Disease Control and Prevention (CDC), the Office of the Governor, and the Texas Education Agency. It is also tethered to the feedback received through the staff Thoughtexchange and subsequent surveys.

Leading forward, our approach balances our commitment to excellence for our students, our commitment to safeguard the safety and well-being of our students and staff, and federal and state requirements for the provision of public health and safety.

EMPLOYEE PRACTICES TO PREVENT SPREAD OF THE VIRUS

All Lockhart ISD employees must become very well-acquainted with the list of COVID-19 symptoms as well as the TEA definition of “close contact.” These pieces of information will impact decisions for work and school operations on a daily basis.

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider if the individual is experiencing any of the following symptoms **in a way that is not usual for them**.

- 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
- o Cough
- o Shortness of breath
- o Headache
- o Sore throat
- o Nausea or vomiting



Close Contact

Definition of Close Contact: One’s proximity/exposure to an individual who is COVID-19 positive - Texas Education Agency Guidelines

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of at least 15 minutes within a 24 hour period of time (However, mitigating factors such as the use of masks and quality ventilation may be considered.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

Employees with close contact to a person confirmed to have COVID-19 must immediately notify their supervisor and Human Resources at **covid19support@lockhart.txed.net**. The employee will not be allowed to return to work until after the 14-day self-quarantine period from the last date of exposure.

**Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, a two-day period to a confirmed lab test.*

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;
- If an employee has had close contact with an individual who is lab confirmed with COVID-19, as defined in this document, the employee must report by phone or email to their supervisor immediately, and, must remain off campus until the 14-day incubation period has passed
- All students, staff, and visitors are required to wear masks--non-medical grade disposable face masks or cloth face coverings--over the nose and mouth when waiting for the bus and riding the bus. Students who are in pre K - 2nd grade may opt to wear a face shield in the classroom, to be provided by the district and stored in the classroom; however, parents must ensure the students are masked as they ride the bus or walk into school to their classrooms. Face shields may be used in cases whenever the education context may benefit from the ability to see an individual's full face, and those cases must be *approved by the campus principal*. Please note the CDC recommends the use of masks rather than face shields. Any individual with unique medical considerations, substantiated in writing by a medical doctor, can present concerns to the campus principal for individual consideration.
- Practice appropriate physical distancing:
 - Adhere to CDC [Guidance Documents](#) regarding frequent hand washing and physical distancing, when at a district facility;
 - Maintain at least 6 feet of space between yourself and others at all times;
 - Avoid small (single-office) closed-in spaces for in-person meetings or discussions;
 - To minimize unnecessary risks, avoid social gatherings at work, including lunch, and use virtual meetings;
 - Do not gather in large groups over 10 people;
 - No-contact greeting etiquette;
 - No sharing of food, drinks, or utensils. When utilizing coffee makers, microwaves, and refrigerators please wipe down equipment after use;
 - Employees are encouraged to eat at their work space. Employees should thoroughly clean any eating area before and after meals.
 - Frequently wash your hands with soap and water, especially before and after eating and when using the restroom;
 - Maintain a practice of regular use of hand sanitizer between washes as you leave and

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LISD COVID-19 Response Plan for Employees

- enter different offices/rooms; and
- Disinfect workspaces and equipment (particularly shared spaces) before and after use as feasible. Cleaning and sanitizing products will be provided by Lockhart ISD.

For guidance on what to do when a staff member has become ill or exposed to COVID-19, see the COVID-19 Employee Workplace Process Map in Appendix A.

LISD OPERATIONAL GUIDELINES & EXPECTATIONS

Conducting business

- Use scanning capabilities to digitize documents when possible **instead of hard copies** through interdistrict mail;
- Use video conferencing (For example, if you have a question and need to speak to someone in human resources or another department, email and set up a time to video conference instead of coming in person to MLC building. Other examples of meetings in which you should arrange for an online meeting includes PLCs, department/staff meetings, ARDs, parent meetings, etc.); Exceptions to this requirement must be pre-authorized by your supervisor.
- Visitors to campuses/MLC will wait in the reception area and employees will come to the visitor to take care of business when possible.

Reception area guidelines for visitors

- All guests must wear a mask/face-covering to enter facilities;
- Before visitors are allowed on campuses, all visitors must be screened to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, schools must screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed. Part of the screening process for all adult visitors will include temperature checks;
- Place 6-8 feet apart designated markers on the floor to create proper separation in reception and waiting areas; move reception area furniture to comply with physical distance protocols;
- When possible, limit the receptionist's contact with visitors' personal belongings (for example, place the ID scanner in a location where individuals can insert their own ID cards to be

scanned);

- Limit the number of people that can come into a meeting to 2;
- Utilize 2 baskets (Sanitized and Used) for pens/pencils at sign-in/sign-out stations; and
- Provide hand sanitizer at the front desk.

Professional development and skills

- All professional development including, but not limited to PLC meetings, faculty meetings, and campus and district meetings should be held virtually. There will be no employee in person meetings unless otherwise approved by their supervisor.

PROTOCOLS FOR SITUATIONS IN WHICH AN EMPLOYEE HAS COVID-19 EXPOSURE, SYMPTOMS, OR CONFIRMED DIAGNOSIS

NOTE: IF YOU SUSPECT YOU COULD HAVE COVID-19, PLEASE SEEK MEDICAL ATTENTION.

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 (listed below) 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:

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

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 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 an approved COVID-19 testing location) that comes back negative for COVID-19. Testing locations can be found at <https://tdem.texas.gov/covid-19/>.

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 an employee lives with someone who is infected and cannot avoid close contact with this 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 above.

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 tests positive for COVID-19, follow appropriate guidance for employees who had close contact with an individual who has tested positive for COVID-19.

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.

SUPERVISOR RESPONSIBILITIES FOR INDIVIDUALS WITH CONFIRMED OR SUSPECTED COVID-19

- If an employee becomes ill while at campus/department, send the employee home. In cases where the employee needs to be picked up, isolate the employee and call the individual's emergency contact, if needed.
- Inform Human Resources of the situation immediately at 512-398-0041.
- Maintain confidentiality
- Close off area used by employees.

- Custodial staff will disinfect the area
- Human Resources will notify coworkers that they may have been exposed to an employee who is confirmed to have COVID-19, in a way that does not identify the employee.
- If an individual who has been in a school is lab-confirmed to have COVID-19, the district must notify its local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the American with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, school must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.
- Require employees to complete the [LISD Work Reentry Form](#) for review and approval prior to returning to work.

WORK EXPOSURE IDENTIFICATION PROCESS

- Supervisor must determine the degree of exposure. Being in a room with an individual diagnosed with COVID-19 may or may not be exposure. Some questions that will be considered are:
 - How close was the individual to the person who tested positive?
 - Were either or both of the individuals wearing masks?
 - What was the length of time of the interaction?
- Determine last date employee was physically present and time the employee was within six feet or less of another individual
- Keep the identity of the employee confidential.
- Identify names of employees who may have had contact at that time or within 7 days.
- Identify all work and surface areas that may have been exposed by the individual within the past 72 hours for disinfection.
- Some employees may be able to work remotely while others may not. Regardless of the work arrangement, the exposed employee should keep the employer informed of their health status and testing results.

Employees who have a secondary exposure, such as exposure to someone who has been exposed but not diagnosed with COVID-19, should not be automatically sent home. They will be required to wear a mask, practice social distancing, take extra steps to ensure good hygiene, and monitor their health.

VULNERABLE INDIVIDUALS

- Some employees may be at a higher risk for severe illness from COVID-19. These vulnerable employees may include individuals over 65 and/or those with documented underlying medical conditions as noted by the CDC. Vulnerable employees are encouraged to contact Human Resources so the District can explore reasonable accommodations (under the Americans with Disability Act or Family Medical Leave Act) to minimize their risk of exposure to COVID-19.
- Any employee that has emotional distress concerning COVID-19 is welcome to contact our employee confidential Employee Assistance Program (EAP), which has no cost to employees. Contact your EAP: Call: (866) 327-2400; Web: www.deeroakseap.com; Email: eap@deeroaks.com
- COVID-19 Related Alternative Work Arrangements
 - If feasible depending on the work required, an alternative work arrangement (i.e., working remotely and/or schedule change) could be considered for LISD employees. This may or may not be suitable for all positions or individuals. The [LISD Alternative Work Arrangement Request Form](#) is to be completed by the employee and approved by the supervisor and HR to determine if an alternative work arrangement is a viable option. The final decision to approve a request will take into account whether the request will have a negative impact on continued school or business operations.

ACCESS TO LEAVE

Lockhart ISD has an obligation to maintain a safe environment and has the right to exclude an employee from work because of exposure (whether it occurred on-duty or off-duty), being symptomatic, or testing positive. If the employee is still physically able to perform job duties remotely, the employee may request the [LISD Alternative Work Arrangement Request Form](#).

Employees unable to return to work due to a COVID-19 related reason must coordinate with the Human Resources Department to discuss leave options that may be available (paid/unpaid leave, Emergency Paid Sick Leave, Expanded Family and Medical Leave, or Family Medical Leave).

Families First Coronavirus Response Act (FFCRA)

(Effective April 1, 2020 - December 31, 2020; Subject to change as required by federal guidelines)

In addition to the general district leave benefits available to you, you may qualify for additional paid leave, if your need for leave is directly related to COVID-19. The **Families First Coronavirus Response Act (FFCRA)** provides varying amounts and lengths of paid leave for the following reasons:

Leave when employee is sick or required to self-quarantine

- Emergency Paid Sick Leave (EPSL) pays 100% up to 2 weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at: up to \$511 daily and \$5,100 total: for the following qualifying reasons below:
 - an employee who is subject to a federal, state, county, or city quarantine or isolation order related to COVID-19;
 - an employee who has been advised by a health care provider to self-quarantine related to COVID-19;
 - an employee who is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

Leave when employee is taking care of someone who is either sick or required to self-quarantine

- Emergency Paid Sick Leave (EPSL) Employees are eligible for $\frac{2}{3}$ of employee's regular rate of pay up to 2 weeks (80 hours, or a part-time employee's two-week equivalent) up to a maximum of \$200 per day and \$2,000 total for the following qualifying reasons below:
 - an employee who is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 - an employee who is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Leave when employee is taking care of their children because their children's school or child care provider is unavailable for reasons related to COVID-19

- Pay through the Emergency Family & Medical Leave Expansion Act (EFMLEA) provides up to 12 weeks of partially paid ($\frac{2}{3}$ for up to \$200 daily and \$12,000 total) family and medical leave to eligible employees if the employee is caring for his or her child whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

If available leave options do not apply, the employee will be required to take leave as per Board Policy DEC (Legal & Local).

Changes to the public health situation may necessitate changes to this guidance. If you have any questions, please contact Human Resources at 512-398-0041.

Leading Forward - FAQs

What if my co-worker or member of my team is diagnosed with COVID-19 or displaying symptoms?

According to the Texas Education Agency and state health officials, the definition of "close contact," in relation to one's proximity or exposure to an individual who is lab-confirmed to have COVID-19, is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. 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.

If either of the above situations occurred at any time within the last 14 days at that same time the infected individual was contagious*.

**Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, a two-day period to a confirmed lab test.*

If you think you may have been in close contact with an individual with COVID-19, report to your supervisor and complete the [LISD COVID-19 Intake Form](#). If you have had close contact, you will be required to remain off site until the 14-day incubation period has passed. Upon completing the COVID-19 Intake form, Human Resources will be in contact with you to discuss leave options based on job duties.

Note: HR will notify employees who potentially have been in close contact with someone who is lab-confirmed for COVID-19.

What if I start displaying COVID-19 symptoms or become diagnosed?

If you become ill or present any of the following list of symptoms that are not usual for you, DO NOT COME TO WORK: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, or has known close contact with a person who is lab-confirmed to have COVID-19. Please seek appropriate medical attention, contact your supervisor and complete the [LISD COVID-19 Intake Form](#) and email a copy of your

COVID-19 lab-confirmed test to covid19hrsupport@lockhart.txed.net as soon as possible (this allows HR to make appropriate notifications to those who may have been exposed and to ensure appropriate disinfectant steps can be carried out in the workplace).

Note: HR will notify employees who potentially have been in close contact with someone who is lab-confirmed for COVID-19.

What if my child or an individual I care for is diagnosed with COVID-19?

If you think you may have had close contact with an individual with COVID-19, please report to your supervisor and complete the [LISD COVID-19 Intake Form](#). If you have had close contact, you will be required to remain off site until the 14-day incubation period has passed. Upon completing the COVID-19 Intake form, Human Resources will be in contact with you to discuss leave options based on job duties.

I'm considered a vulnerable individual by CDC standards. What are my work options?

LISD is sensitive to the needs of vulnerable individuals as defined by individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and individuals over the age of 65, those whose immune system is compromised by chemotherapy or other conditions requiring such therapy. If you meet this criteria and want to formally request a workplace accommodation, please contact Human Resources so the District can explore reasonable accommodations (under the Americans with Disability Act or Family Medical Leave Act) to minimize their risk of exposure to COVID-19.

Workplace accommodation decisions will be determined based on the information obtained on the ADA Form completed by the employee's physician. Vulnerable employees will be prioritized for any remote assignments.

What if I can't work because of childcare availability?

You might be entitled to leave options under the [FFCRA](#). If you believe you qualify, please email covid19hrsupport@lockhartisd.net.

What leave options are available to me if I'm dealing with a COVID-19 related issue?

In addition to the general district leave benefits available to you, you may qualify for additional paid leave, if your need for leave is directly related to COVID-19. The Families First Coronavirus Response Act (FFCRA) provides varying amounts and lengths of paid leave for the following reasons:

1. an employee who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
1. an employee who has been advised by a health care provider to self-quarantine related to COVID-19;
2. an employee who is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
3. an employee who is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
4. an employee who is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
5. an employee who is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Pay through the Emergency Paid Sick Leave Act (EPSLA) provides a maximum 2 weeks (80 hours, or a part-time employee's two-week equivalent) of paid leave in addition to the district-issued sick and state leave provided to employees.

Pay through the Emergency Family & Medical Leave Expansion Act (EFMLEA) provides up to 10 weeks of partially paid, and 2 weeks of unpaid, family and medical leave to eligible employees if the employee is caring for his or her son or daughter whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

Will I be informed if I was in close contact to COVID-19 at work?

Yes, while LISD HR will not disclose the identity of the individual in the workplace who reported a confirmed case of COVID-19, notice of **close contact** will be sent to those who came into close contact with the individual confirmed to have COVID-19.

Note: HR will notify employees who potentially have been in close contact with someone who is lab-confirmed for COVID-19.

I have a family member that is high risk due to an underlying medical condition. Am I entitled to an accommodation to avoid exposing my family member to COVID-19?

The American's with Disability Act (ADA) only allows accommodations based on the employee's disability. Employees may apply for LISD COVID-19 Related Alternative Work Arrangements via the [LISD Alternative Work Arrangement Request Form](#).

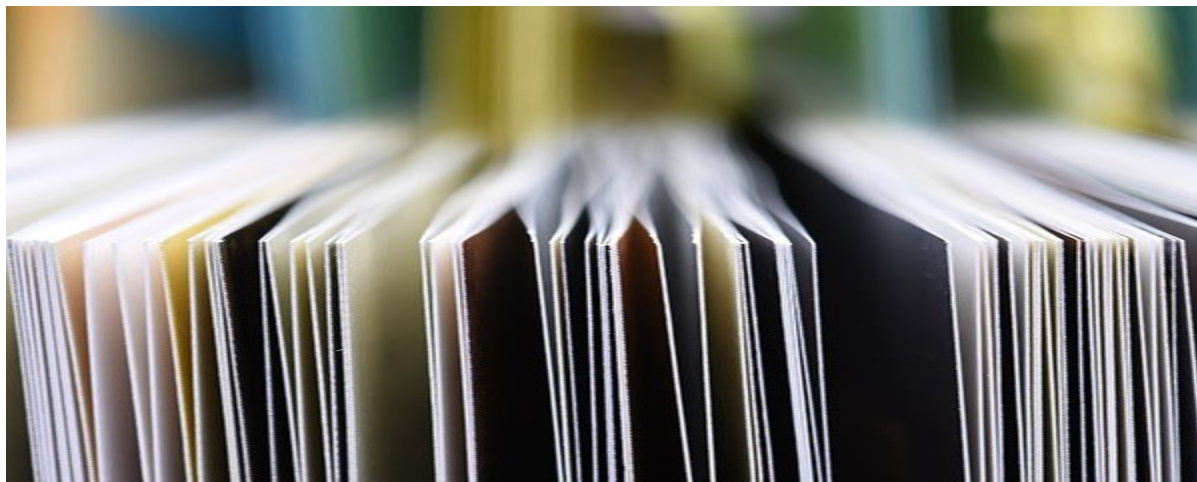
I have tested positive for COVID-19 but I don't exhibit any symptoms. Do I report to work anyway?

No, if you continue not to have any symptoms, you may return 10 days after the test. If you developed symptoms, the employee must follow the guidance for confirmed diagnosed individuals.

Will my medical information I provide remain confidential?

Yes, your information will remain confidential to the extent allowable by law.

Sources



Texas Education Agency

[SY 20-21 Public Health Guidance](#)

Office of the Texas Governor

[Coronavirus Resources & Response Webpage](#)

[Report to Open Texas](#)

[Governor's Executive Order Relating to the Use of Face Coverings](#)

Texas Department of State Health Services

[Coronavirus 2019 Webpage](#)

US Federal Government

[Opening Up America Again](#)

[CDC Guidance for School Administrator](#)

[CDC Guidance for Employers](#)

APPENDIX A

COVID-19 EMPLOYEE WORKPLACE PROCESS MAP - 2020-2021



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 cumulative total of at least 15 minutes over a 24-hour period of time (However, mitigating factors such as the use of masks and quality ventilation may be considered).

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 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 gray 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:

- obtain a medical professional's note clearing the individual for return based on an alternative diagnosis, or
- 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://ttdm.texas.gov/covid-19>. *Antigen (rapid) test will not be accepted.

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 an employee lives with someone who is infected and cannot avoid close contact with this 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 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 covid19support@lockhart.txd.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 covid19support@lockhart.txd.net

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COVID-19 MAPA DE PROCESO DE TRABAJO PARA EMPLEADOS - 2020



REQUISITOS PARA EMPLEADOS - PANTALLA COVID-19

Los empleados deben autoevaluarse diariamente para estos síntomas de COVID-19 de una manera que no es inusual para ellos antes de venir a su lugar de empleo:

- Temperatura de 100 o más
- Pérdida del gusto o el olfato
- Respiración dificultosa
- Fatiga
- Resfriado
- Congestión o secreción nasal
- Sacudidas o temblores exagerados
- Dolor o dolor muscular significativo.
- Diarrea, náusea o vómito



Definición de contacto cercano

(En relación con la proximidad / exposición a un individuo que es COVID-19 positivo - Agencia de educación de Texas)

- estar directamente expuesto a secreciones infecciosas (p. Ej., Toser); o
- estar dentro de los 6 pies por un total acumulativo de al menos 15 minutos durante un período de tiempo de 24 horas (sin embargo, los factores atenuantes como el uso de máscaras y una ventilación de calidad pueden ser considerado.)

Cuando un empleado ha dado positivo por COVID-19 y NO tiene síntomas:

- Si un individuo da positivo por COVID-19, pero no tiene síntomas, el individuo puede volver a trabajar después de que hayan pasado 10 días desde la fecha en que el individuo fue evaluado como siempre y cuando el individuo siga sin tener síntomas.

- Si un empleado desarrolla síntomas después de prueba positiva, el empleado debe entonces seguir el protocolo para empleados que dio positivo y tiene síntomas.

Cuando un empleado ha tenido contacto cercano con un individuo que ha probado positivo para COVID-19:

- El empleado debe permanecer en casa por 14 días y monitorear los síntomas de COVID-19.
- Si un empleado vive con alguien infectado y no puede evitar el contacto cercano con esta persona, entonces comienza la cuarentena de 14 días cuando finaliza el período de aislamiento del individuo infectado.
- Si un empleado da positivo por COVID-19 o desarrolla síntomas, sigue el protocolo para cuando un empleado da positivo.

Cuando un empleado informa a una persona que vive en su casa fue expuesto a un individuo quien dio positivo para COVID-19:

- Un empleado puede regresar a trabajar si la persona quien vive en su casa no tiene síntomas y no ha dado positivo para COVID-19.
- Si la persona que vive en su hogar pruebas positivas para COVID-19, siga las pautas apropiadas para empleados que tuvieron contacto cercano con un individuo que ha dado positivo para COVID-19 o tiene síntomas.

Cuando un empleado ha dado positivo por COVID-19 y tiene síntomas:

Cualquier individuo que: (a) esté confirmado por laboratorio tener COVID-19; o (b) experimente los síntomas de COVID-19 de una manera que no es habitual para ellos (enumerado en el cuadro gris) está infectado y debe quedarse en casa durante todo el período de infección y no puede volver a trabajar hasta que el supervisor evalúe al individuo para determinar cualquiera de las siguientes condiciones para el regreso al trabajo se han cumplido:

- han pasado al menos 24 horas desde recuperación (resolución de la fiebre sin el uso de medicamentos para reducir la fiebre);
- el individuo mejora en los síntomas (p. Ej., tos, falta de aliento); y
- al menos diez días hayan pasado desde que aparecieron los primeros síntomas.

Cuando un empleado tiene síntomas de COVID-19 y no ha sido probado:

Si un individuo tiene síntomas que podrían ser COVID-19 y quiere volver a trabajar antes de completar la estadía anterior en período de origen, el individuo debe:

- (a) obtener una nota del profesional médico que autorice al individuo para el retorno basado en un diagnóstico alternativo, o
- (b) obtener una prueba de infección aguda (en el consultorio de un médico o en un lugar aprobado para la prueba de COVID-19) que dé negativo para COVID-19. Las ubicaciones de las pruebas se pueden encontrar en este enlace: <https://tsem.texas.gov/covid-19/> * No se aceptará la prueba de antígeno (rápida).

Expectativas de los empleados de Lockhart ISD:

- Todos los empleados deben autoevaluarse antes de informar para trabajar cada día la autoevaluación deberá incluir empleados que toman su propia temperatura;
- Todos los empleados deben quedarse en casa si tiene una fiebre, se siente enfermo o entrar en contacto con una persona quien está confirmado por laboratorio para tener COVID-19.
- Comuníquese con su supervisor de inmediato, ya sea por teléfono o correo electrónico. Ingrese su licencia en Skyward / AESOP. Los empleados deben permanecer fuera de su lugar de trabajo hasta que cumplan los criterios de reingreso;
- Si un empleado ha tenido contacto cercano con un individuo confirmado en laboratorio con COVID-19 como se define en este documento, los empleados deben informar por teléfono o correo electrónico a su supervisor inmediatamente y debe permanecer fuera de su lugar de trabajo hasta el período de incubación de 14 días ha pasado.

Todos las personas confirmados COVID-19 o COVID-19 sintomáticos deben completar el formulario de admisión de LISD COVID-19 y envíe por correo electrónico una copia de sus resultados de pruebas confirmadas por laboratorio COVID-19 a covid19support@lockhart.txd.net.

Después de completar el formulario de admisión de COVID-19, el departamento de Recursos Humanos estará en contacto con el empleado para discutir las opciones de licencia basadas en las tareas del trabajo.

Si sospecha que podría tener COVID-19, por favor busque atención médica.

Los cambios en la situación de salud pública pueden necesitar cambios en esta guía. Si tiene preguntas, comuníquese con Recursos Humanos de LISD al 512-398-0041 o covid19support@lockhart.txd.net

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