

#### **EMPLOYEE DAILY COVID SCREENING**

Employee develops

symptoms at work

Symptoms that are

not considered usual

for the employee.

Notify immediate

supervisor, campus

nurse and HR

immediately:

HRCovid@hayscisd.net

Isolate self from

others

Evaluation by HR

(may consult local

health authority)

Quarantine protocol

may be initiated

Contact with primary

care provider, may

return with alternate

diagnosis, negative

COVID test, 10 or 14

day quarantine

Complete daily prescreening at home for symptoms

NO Symptoms -Can attend work

Symptoms that are not considered usual for the employee. Notify immediate supervisor, campus nurse and HR immediately: HRCovid@hayscisd. net

Do NOT come to

work until you

establish contact

with HR

#### **Symptoms**

- Fever 100° degrees Fahrenheit or higher when taken orally
- Loss of taste or smell
- Cough
- Difficulty breathing, shortness of breath
- Chills, shaking or exaggerated shivering
- Significant muscle aches
- Headache
- Fatigue
- Nasal congestion, runny nose
- Sore throat
- Nausea
- Diarrhea
- Vomiting

## **EMPLOYEE TESTS POSITIVE FOR COVID WITH OR** WITHOUT SYMPTOMS

**Employee** notifies HR of positive test result

> HR will conduct close contact investigation with employee

HR shall direct employee to self-isolate for ten (10) days following positive test result or onset of

on next steps regarding

HR will supply return to

Campus Covid Response Team (CCRT)

The campus staff is responsible for

investigations of exposure. Each campus

team is led by the nursing team and trained

members designated by the principal. The

CCRT coordinates their investigation with

Campus communication originates with the

CCRT. The team reports to the District Covid

potential

COVID

any

addressing

Human Resources.

Response Team (DCRT).

supervisor, campus nurse &

symptoms

Employees will be directed work or leave options.

work date

# SOMEONE IN HOUSEHOLD HAS BEEN EXPOSED TO SOMEONE WHO IS COVID **POSITIVE**

**EMPLOYEE REPORTS** 

Employee & household monitors symptoms. Employee continues to work in-person

If household member develops symptoms, employee should not come to work. Contact supervisor, HR & medical provider and follow instructions

Employee continues to monitor symptoms. HR will communicate work and/or leave options

#### **EMPLOYEE REPORTS** SOMEONE AT HOME TESTED **POSITIVE FOR COVID**

\*INCLUDES - IF SOMEONE AT HOME HAS COVID-LIKE SYMPTOMS & IS **BEING TESTED FOR COVID** 

**Employee notifies** supervisor, campus nurse & HR of test result

Close contact information is obtained

Employee required to guarantine for at least 14 days depending on continued exposure at home. Negative test result does NOT change quarantine status. Employee will be directed on next steps regarding work and/or leave options

Employee must be symptom free and be cleared by HR to return to work

**EMPLOYEE HAS CLOSE CONTACT AT WORK WITH** SOMEONE WHO IS COVID **POSITIVE DURING INFECTIOUS PERIOD** 

At work - close contact investigation is completed by HR & campus

All close contacts of the COVID positive person are required to quarantine for 14 days

HR will communicate work and/or leave options

Employee will monitor for symptoms, HR will supply return to work date

### **Employee Expectations**

- Prescreen DAILY
- Experiencing symptoms DON'T work
- Report to supervisor and HR for guidance
- Masks
- Spatial Distancing
- Abide by quarantine guidelines
- Confidentiality of others
- Off-campus and personal activities may affect campus response

#### Close contact

Direct exposure to infectious secretions (e.g., being coughed on while not wearing a facial covering)

Being within six feet of the individual for a cumulative duration (meaning the total amount of time in a day that individuals are within 6 feet) of 15 minutes, within 48 hours before the individual's onset of symptoms to the time of isolation.

Close contact is regardless of mask usage.