Response to Employee Exhibiting Symptoms or Diagnosis of COVID-19 Flowchart

COVID-19 Symptoms-per CDC (TEA symptoms*)
- Fever (≥100.4*) or chills
- Coughing*, shortness of breath, or difficulty breathing
- Congestion or runny nose
- Fatigue
- Muscle or body aches
- Headache*
- Sore throat
- Loss of taste or smell
- Nausea, vomiting*, diarrhea*, abdominal pain*

Sample Disinfecting Protocol
- Wait 24 hours to clean and disinfect or as long as practical
- Ensure safe and correct application of disinfectants
- Keep disinfectants away from children
- Provide training on disinfecting procedures

Exposure Identification Process
- 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 individual confidential to the extent practical
- Identify names of individuals who had close contact two days prior to symptom onset or for asymptomatic individuals, two days prior to the administration of a positive test
- Identify all areas the employee was in within the past 72 hours

Sample Return to Work Criteria
(Employee should work directly with HR)

Exposed:
- End of quarantine period

Diagnosed or experiencing symptoms:
- Fever free without medication for 24 hours;
- Improved respiratory symptoms; and
- 10 days after onset of symptoms

To return sooner:
- Non-COVID-19 diagnosis with doctor's release
- A negative acute infection test

Color Key
Orange = Employee obligations
Green = Employer obligations
Blue = Facilities response

Employee exhibits symptoms or reports COVID-19 diagnosis

- Complete COVID-19 test and notify HR of results
- Monitor health and report status to HR
- Follow return to work criteria

Positive COVID-19 diagnosis

- Maintain employee confidentiality
- Identify individuals exposed
- Provide letter to exposed individuals
- Provide TEA required notice to all teachers, staff, and families of students
- Notify local health department, if required

Follow procedures in *Response to Employee Exposure to COVID-19 Flowchart*

- Isolate employee
- Arrange appropriate transportation
- Require self-isolation/quarantine
- Inform superintendent, relevant leaders, and school board of the situation
- Require employee to provide health status updates
- Communicate designation and availability of FFCRA or accrued leave
- Apply return to work criteria

- Close off areas used by employee
- Implement disinfecting protocol
- Determine additional closure response

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