

Employee Process Map for COVID-19

Situation	Employee tests positive for COVID-19 with or without symptoms	Employee reports someone in their home has tested positive for COVID - 19	Employee begins to have symptoms of COVID-19 and cannot pass the daily self-screening	Employee reports someone in their home or workplace was exposed to someone who tested positive or has symptoms
Action	Employee should self-isolate and stay at home for 10 days since testing positive or onset of symptoms. Employee can return to work after 10 days of self-isolation, at least 24 hours have passed since resolution of fever, AND there is an improvement in symptoms.	Employee should contact their primary care physician, self-isolate and avoid public spaces for 14 days. Employee should monitor for symptoms and contact primary care physician if they develop	The employee should not report to work. Consult primary care physician and report to work only after a negative test result, a physician's note clearing for return based on alternative diagnosis, or 10 days have passed since symptom onset. If positive test, follow steps in blue column	If the "someone" at home or in the workplace is not symptomatic, but just 'exposed', continue working (no need to self-isolate). If you become symptomatic, follow steps in orange column .
Communication	Employee must report this information to their supervisor or principal and provide test results. Employee qualifies for 10 days of FFCRA leave.	Employee must report this information to their supervisor or principal and provide test results of the family member. Employee qualifies for 10 days of FFCRA leave.	Employee should inform their supervisor. Employee may be eligible for FFCRA depending on results of the COVID-19 test	Employee should inform their supervisor.
Instruction	When employee returns to work, he/she must sign the COVID Leave Form (see immediate supervisor for paperwork)	When employee returns to work, he/she must sign the COVID Leave Form (see immediate supervisor for paperwork)	If employee tests positive, he/she must sign the COVID Leave Form upon returning to work (see immediate supervisor for paperwork). If employee tests negative, any missed days will be taken from the employee's personal sick leave.	Continue to watch for symptoms. Situation does not qualify for FFCRA Leave.

Employee must meet ONE or more of the below criteria to return to work:

- Isolate for 10 days from onset of symptoms, at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and the individual has improvement of symptoms.
- Obtain documentation from a doctor clearing the individual for return based on an alternative diagnosis.
- Obtains a negative COVID-19 test result with proper documentation.
- Documentation from Chambers County Health Department clearing employee for return to work.

Direct contact is defined as being directly exposed to infectious secretions (e.g. being coughed on), being within 6 feet of infected person for 15 or more minutes, or living in the same household as infected individual.

(See back of form for a quick reference symptoms list)

BHISD STAFF SELF-ASSESSMENT List of COVID Symptoms:

**ALL EMPLOYEES ARE REQUIRED TO COMPLETE THIS SELF-ASSESSMENT DAILY
BEFORE REPORTING TO WORK**

(Are you experiencing any of the following symptoms in a way that is not normal for you?)

- Fever equal to or greater than 100°F
- Chills/muscle aches
- Headache (new onset or severe headache)
- Diarrhea
- Cough (new cough or uncontrolled cough that causes difficulty breathing)
- Shortness of breath/difficulty breathing
- Loss of taste or smell
- Sore throat
- Unusual fatigue
- Congestion or runny nose
- Nausea/vomiting or abdominal pain
- Someone in my household has tested positive for COVID-19 in the past 14 days

If you answered yes, please contact your supervisor immediately as well as your primary care physician.