

EMPLOYEE PROCESS MAP FOR COVID-19

Rev. 01.11.2022

COVID-19 Confirmed Positive

- Employee notifies supervisor and Human Resources (HR) of positive test result. Employee must self-isolate at home for **5 days** from positive test or onset symptoms.
- Employee completes Employee Health Reporting Form and submits to HR.
- Campus notification letter sent to all parents/guardians and staff of positive case on campus.
- Children **in the home** attending LPISD who experienced prolonged exposure to confirmed positive employee will be advised to self-isolate according to exposure protocols (below).
- Employee who is COVID-19 positive will be required to follow local health guidance and/or doctor's orders and meet re-admission criteria including:
 - Return to campus after 5 days from the onset of symptoms and 24 hours fever-free, without the use of fever-reducing medication and improvement in symptoms
 - If employee is asymptomatic, return date will be based on the date of the test
- The CDC recommends wearing a mask until 10 days have passed from the date of the positive test or from the date that symptoms first appeared.
- HR reports positive individual to the Local Health Department and TEA, as required.
- Note: Without notification from employee, no action by the district is taken.

Possible Exposure to COVID-19

- Employee notifies the HR of close contact (possible exposure) to an individual that tested positive for COVID-19.
- Employee completes the Employee Health Reporting Form and submits to HR. Employee is encouraged to contact primary care physician for guidance.
- For prolonged exposure (someone in the home), HR will advise employee to self-isolate per CDC guidelines:
 - If vaccinated, no isolation is necessary as long as the employee remains asymptomatic
 - If unvaccinated and remaining asymptomatic:
 - self-isolate for 7 days **from the last date of exposure** to positive individual in the home
 - employee may test 48 hours prior to return and received a negative test.
- If employee becomes symptomatic, see process map for Symptomatic Protocol
- Note: Without school notification from employee, no action by the district is taken.

Symptomatic of COVID-19

- Employee notifies HR that he/she has experienced fever, loss of taste and smell OR **two or more** symptoms on the self-screener or employee becomes ill while at work.
- HR will follow district specific isolation plan (isolate away from others at the workplace), while HR awaits further details from the employee.
- HR contacts employee to complete Employee Health Reporting Form, including positive contact history and COVID-19 symptoms. HR will encourage employee to contact employee's primary physician, and will provide preliminary re-admission criteria. Re-admission criteria may include obtaining an alternate diagnosis and clearance to return to work notice from a physician, and/or a negative COVID-19 test.
- No notification is sent to students/employees unless symptomatic individual is test-confirmed positive. If this occurs, follow test-confirmed positive protocols (above).
- Note: Without school notification from employee, no action by the district is taken.

- *Masks are strongly encouraged but not required.
- *Employees are encouraged to practice proper handwashing procedures and sanitize hands frequently.
- *Vaccination will be considered when determining self-isolation requirements per CDC guidelines.
- *Guidance subject to change without much notice as LPISD receives updated guidance from local, state or federal guidelines.
- *Employees who are advised to self-isolate per protocol will access available personal leave at this time.