



Duncanville ISD

Staff Health & Safety Processes for COVID-19 2023-2024

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Confidentiality

Campus and district staff members are expected to comply with district policy and state/federal laws regarding the protection and privacy of student health information.

- GBA (LEGAL) - Protected Health Information: An individual's protected health information as defined by Health and Safety Code 181.006 is not public information and is not subject to disclosure under the PIA. Gov't Code 552.002(d)

Staff Screening

- To ensure the safety of students and staff, staff members are encouraged to monitor themselves for COVID-19 symptoms daily prior to coming to work.
- Staff are required to submit a “**Staff Self Reporting Form**” if they are confirmed as being COVID-positive.

Protective Equipment and Practices

Facilities are expected to maintain high expectations for adherence to the health and safety precautions outlined by the district. Facilities have some flexibility to add protective practices based on operational capacity and need. The district guidelines are in accordance with current CDC and Dallas County Health advisement.

Cleaning and Sanitation Protocols

- Facilities will be e-misted with sanitizing spray as needed based on case data.
- Campus/District facilities will be equipped with handheld e-misters and sanitizing spray for during the day sanitation.
- Staff are encouraged to routinely use hand sanitizer and wash hands throughout the workday.
- Materials and equipment that require disinfecting should be left out (not in cabinets or carts) to be sanitized as needed.
- Laptops and other devices should be sanitized regularly by the user.

Social, Emotional Supports

Staff will continue to be provided social, emotional supports through the Employee Assistance Program.

The Duncanville ISD Board of Trustees has allocated resources to provide free mental health support for employees of the district. We have partnered with DialCare Mental Wellness to offer counseling sessions with state-licensed mental health professionals – at no cost to employees.

Employees will be able to schedule sessions with mental health professionals by phone or video chat, and the service is available from 7:00 a.m. to 10:00 p.m. every day of the week. The counselors will be prepared to discuss issues many of us are facing, such as anxiety, depression, addiction, relationship problems, and grief.

Consultations will be available in English and Spanish, and employees can request the same professional for follow-up sessions. Employees can download the DialCare app for their phone or other device and set an appointment.

This plan is not part of the district’s health insurance. It is an additional benefit being provided to support employees. We are all stepping up to keep ourselves and our students physically healthy. Taking care of our mental health is just as important.

To learn more, go to www.dialcare.com or call (844) 249-4094.

Monitoring and Addressing Positive Cases

The following protocols are set forth to ensure alignment of practice and appropriate response to COVID- positive cases. It is the goal of the district to prioritize the health and safety of students and staff while balancing the importance of student learning.

Level	Response	Actions
Positive	Quarantine in accordance with CDC guidelines. Upon return, staff are encouraged to wear a fitting facial covering for 5 calendar days.	Increased cleaning of impacted area(s) as applicable. Notify Director of Nursing

District Managed Notifications and Actions (HR)

Campus and district staff members are expected to comply with district policy and state/federal laws regarding the protection and privacy of student health information.

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	COVID Positive
Notifications to Individual Employees	Contact by phone from HR staff. Email to employee from HR regarding next steps as applicable
Notifications to Campus/Department	Campus/Department Leadership notification email from HR. Work Status email sent to Campus/Department leader.

Questions and Answers

1. I want to quarantine even though the District is not requiring it. Will I be considered absent?
 - a. You will be considered absent and be required to use available leave. If no leave is available, it will result in a dock in pay. Campus/Department leadership is responsible for ensuring that leave is entered in Skyward and/or AESOP as applicable.
2. Can I work virtually if I test positive?
 - a. Working virtually is not an option this year because students and staff are required to report in person. Staff will be required to use available leave when absent due to a positive COVID test result.
3. Can an at-home test be used to indicate whether a staff member is positive or negative with COVID-19?
 - a. Yes, an at-home test or a test done under the supervision of a medical professional is acceptable.

Staff Positive Case - Checklist

<input type="checkbox"/>	Read through the Staff Health and Safety Processes for COVID-19.
<input type="checkbox"/>	Complete Staff Self Reporting Form <ul style="list-style-type: none">• Wait to be contacted by Human Resources regarding next steps (DO NOT report to work regardless of your vaccination status)
<input type="checkbox"/>	Quarantine for 5 days per HR Email Notification. Enter absences in Skyward and/or AESOP. <u>If you have no available leave select the Leave Without Pay Option.</u> There is no District Paid Sick Leave or Work from Home option currently for the 2023-2024 school year.