

**Galveston ISD
COVID - 19 Procedures**

- 1. All students and staff will report COVID to their campus Nurse or the designated staff member in their department.**
Campuses – Nurses
Transportation – Angel Velez at Angelvelez@gisd.org or 409-761-6182
Facilities – Dionisha Hunter at Dionishahunter@gisd.org or 409-761-6191
Food and Nutrition – Jennifer Douglas at Jenniferdouglas@gisd.org or 409-766-5162
Support Center/Annex – Felshia Burkley Felshiaburkley@gisd.org or 409-766-5172

- 2. The Campus Nurse/Department Designee will obtain the following information:**
 - 2.1 Obtain the name and contact information for the student or staff.**
 - 2.2 Obtain the first date of symptoms and fever.**

- 3. The Nurse or Department Designee will go into the CDC website and place the information into the calculator and obtain the day a person should return to work or school.**
The day the individual test positive or the first day of symptoms is Day 0. Then, the count begins the next day with Day 1-5. On the sixth day, if the person is fever free and has no symptoms, they may return to work or school.

- 4. Contact the person if it is a staff member or the parent of the student and provide them with the date that they should return to school or work.**

- 5. The Nurse or Department Designee will inform the principal or supervisor verbally and in writing the name of the student and /or staff member and when they will return to work or school.**

- 6. The Nurse or Department Designee will document the information on the log.**

- 7. All logs will be submitted at the end of the month to Mayra Gonzalez at MayraGonzalez@gisd.org and Mary Patrick – MaryPatrick@gisd.org.**

If you have any questions, please contact Mary Patrick at 409-766-5177 or Marypatrick@gisd.org