



Georgetown ISD Employee Process Map for COVID (updated 09/27/2022)

Scenario A:	Scenario B:
<p>Employee has tested positive for COVID.</p> <p>Employee cannot attend work or enter any GISD facility.</p> <p>Employee completes the Employee Health Reporting Form on the GISD website under STAFF/EMPLOYEE COVID RESOURCES. Employee enters leave in Skyward.</p> <p>Employee may return to work when/if: 5 full days have passed from symptom onset, improvement of symptoms, and at least 24 hours have passed with no fever without the use of fever-reducing medication.</p>	<p>Employee reports they are a close contact to someone who tested positive or the employee is living in a home with someone who is positive for COVID.</p> <p>Notify supervisor/principal of exposure. Employee must test periodically and can continue to report to work as long as they have no symptoms. Test should be taken on Day 5 after initial exposure.*</p> <p>Note: Should an employee test positive during the testing process, the employee should refer to and follow Scenario A on this process map. Employees can use a home COVID test or a lab test.</p> <p>*Based on CDC recommendations.</p>

COVID Leave: Employees who test positive may be provided up to five (5) additional days of paid leave when they test positive for COVID and provide appropriate medical documentation of their positive diagnosis such as a lab confirmed test that shows the employee's name, date of test, and positive results. Please note that home tests are not accepted as documentation for paid COVID leave.

People with COVID-19 may have a wide range of symptoms. Please visit the [Center for Disease Control and Prevention \(CDC\)](#) to learn more.

As with any illness, if an employee has symptoms such as a fever greater than 100°F, sore throat, cough, body aches, vomiting or diarrhea, the employee should remain home until they are fever-free for 24 hours without the use of fever-reducing medication and feeling better.