

Edgewood ISD
Employee COVID-19 Resource Manual



2020-2021

Background Information

As our employees transition into the workplace for the start of the 2020-21 school year, this information is meant to provide clarity and guidance regarding the district's efforts to mitigate the risk of viral exposure and spread within EISD facilities.

EISD is committed to prioritizing the health and safety of our employees by following the most up-to-date guidance and recommendations of officials and experts on ways in which we can reopen our facilities for staff and students as safely as possible.

This plan is a supplement to the Edgewood ISD RETURN TO SCHOOL GUIDE, and its purpose is to provide additional information for our employees. The plan was developed in accordance with the following requirements and guidelines:

- Executive Orders for the State of Texas as issued by Governor Abbott
- Texas Department of State Health Services Guidelines for Employers
- Texas Education Agency's 20-21 Public Health Planning Guidance (August 4, 2020)

This plan will continue to be updated as needed based upon the most recent Governor's executive orders and/or guidance from state and local officials or the CDC.

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Protocols for Facilities

During this time of increased health and safety concern, additional measures will be taken to enhance the sanitation and cleanliness of EISD facilities:

- Regularly touched surfaces will be regularly and frequently cleaned by custodial staff
- Sanitation Stations will be available for employee and visitor use (signage with supplies such as hand sanitizer and disinfectant for surfaces)
- Visible signage will be placed to remind individuals of social distancing and hand washing expectations.

Employee Safety

In accordance with guidance with the Texas Department of State Health Services:

- Employees will be provided information on healthy hygiene practices, such as hand washing and wearing a cloth face covering and/or a face shield as appropriate.
- Staff will be expected to regularly wash and/or sanitize their hands.
- Employees are required to self-screen before coming to work and should not go to work if they have recently begun experiencing any of the following in a way that is not normal for them:
 - Feeling feverish or temperature of 100° F or above
 - Loss of taste or smell
 - Cough - Difficulty breathing
 - Shortness of breath
 - Headache
 - Chills
 - Sore throat
 - Shaking or exaggerated shivering
 - Significant muscle pain or aches
 - Diarrhea
 - Nausea or vomiting

Employees must self-report to their supervisor if they experience signs or symptoms of possible COVID-19 as listed above or have known exposure to an individual with COVID-19.

Employees will not be allowed to work on-site if they have new or worsening signs or symptoms of possible COVID-19.

Employees who are diagnosed with or demonstrate symptoms of COVID-19 will not be allowed to return to work until they meet established state guidelines or are cleared by a health care provider.

Additional steps will be taken to mitigate exposure and transmission of COVID-19 in the workplace:

Consistent with the Governor's most recent executive order, and assuming that order is still in place, face coverings will be **required** while in school buildings, with certain exceptions made, as noted in the order. Schools will also be required to follow any forthcoming executive orders issued by the Governor. Although current executive orders apply to students 10 years of age and older, the district will apply the mandate in grades 5 - 12 to help mitigate the spread of COVID-19 across grade levels.

If executive orders are not in place, the District will review the current situation within the community and in consultation with local health authorities to determine if face coverings should continue to be mandated throughout the district or at a specific campus/department. Even if no mandate is in place, the District will continue to strongly encourage the use of face coverings during periods of viral spread within our community.

Require employees to wash hands upon arrival each day and after extensive usage of any workplace equipment away from their desk/office

Maintain social distancing guidelines as feasible

Face coverings will be worn in accordance with the EDGEWOOD ISD RETURN TO SCHOOL GUIDE located on the EISD website.

Utilize technology for collaboration and training as feasible

Employee Confirmed to have COVID-19:

If an individual who has been in a school is lab-confirmed to have COVID-19, the district will notify the local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA)

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities

Identify all individuals who may have had close contact with the positive case in the workplace.

The area where the positive employee was working will be thoroughly sanitized by custodial services using hospital grade disinfectant.

Employees who are confirmed to have COVID-19 will not be allowed to return to work until they meet criteria as established by the CDC or are released to work by their health care provider. Criteria for return to work include the following:

- Confirmed COVID-19 with Symptoms:

- At least 24 hours have passed since last fever without the use of fever-reducing medications; **and**
- Symptoms have improved; **and**
- At least 10 days have passed since symptoms first appeared

- Confirmed COVID-19 without Symptoms:

- 10 days have passed since positive test

- Unconfirmed COVID-19 with Symptoms:

- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a health care provider or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

-If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:

- Obtain a note from a health care provider clearing the individual for return based on an alternative diagnosis, **or**
- Obtain an acute infection test at an approved COVID-19 testing location found at <https://tdem.texas.gov/COVID-19/> that comes back negative for COVID-19.

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios will be determined by an appropriate public health agency. In general, close contact is defined as:

- a. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.
- b. Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a face covering or face shield)

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test (the day a person is tested) and continuing for 10 days following the confirming lab test.

Employee identified as Close Contact:

Supervisor will notify employee that there has been a confirmed case and the employee is considered a close contact.

Employee will be asked to quarantine for 14 days. **Even if an employee tests and the test is negative the employee must continue to quarantine for 14 days.**

Testing is recommended for all close contacts of confirmed or probable COVID-19 patients.

While close contacts are self-quarantining for 14 days they should self-monitor daily for symptoms:

- Check and record your temperature twice a day
- Contact a healthcare provider immediately if you:
 - Feel feverish or have a temperature of 100.0° F or higher
 - Develop a cough or shortness of breath
 - Develop mild symptoms like sore throat, muscle aches, tiredness, or diarrhea
- Avoid contact with high risk individuals (unless they live in the same home and had same exposure as you)

Employee Work Options Close Contact or Confirmed:

- Employee eligible for working remotely completes paperwork found on district HR website, [Request To Temporarily Work From Home Due to COVID-19](#), and returns to Superintendent.
- Employee not eligible to work remotely may apply for EPSL. Information may be found on page 8.

Employee Leave Related to COVID-19

The Families First Coronavirus Response Act (FFCRA) includes up to two weeks (10 work days) of fully paid or partially paid sick leave for school district employees through provisions in the Emergency Paid Sick Leave Act (EPSL) and the Emergency Family Medical Leave Expansion Act (EFML) through December 31, 2020.

The determination of eligibility for paid leave will be established through the Superintendent and the EISD Human Resources Department. Please complete a [COVID-19 Short Term Leave Request Form](#) – Emergency Paid Sick Leave. This is located on the HR website.

Eligibility for FFCRA includes consideration of the following:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. The employee is experiencing symptoms of COVID-19 or is seeking a medical diagnosis
4. The employee is caring for an individual who is subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
5. Employee is not eligible for EPSL for childcare closures. (EFMLA only)
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services

Generally, the Act provides that employees of covered employers are eligible for:

10 days (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work:

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. Employee has been advised to self-quarantine by a health care provider
3. Employee is experiencing symptoms of COVID-19 or is seeking a medical diagnosis.

OR

10 days (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work:

4. Employee is caring for an individual subject to an order described in #1 or #2
5. Employee is not eligible for EPSL for childcare closures.
6. and/or the employee is experiencing a substantially similar condition as specified by the US Department of Health and Human Services

Eligibility criteria to allow use of EPSL for employee:

- #2 has been advised by health care provider to self-quarantine related to COVID-19. Employee must provide HR with health care provider documentation.
- #3 is experiencing COVID-19 symptoms or is seeking a medical diagnosis, which includes clinics/rapid test sites. Employee must provide HR with documentation of visit. Documentation includes health care provider orders, a screen shot of rapid test information, email or test date and time.

For consideration of using accrued paid leave to supplement the 2/3 pay, please see COVID-19 Short Term Leave Request Form – Emergency Paid Sick Leave.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

A summary of this information, including qualifying reasons for leave, is available on the Families First Coronavirus Response Act Notice in English & Spanish, located on the EISD HR website.

In the event that an EISD teacher, staff, student, or other campus visitor is either lab confirmed positive for COVID-19 or experiences the symptoms of COVID-19, they must stay at home throughout the infection period and cannot return to campus until cleared for re-entry.

Individuals who are confirmed to have COVID-19 will not be allowed to return to work/school until they meet criteria as established by the CDC or are released by their health care provider.

Employees or contractors with known close contact to a person who is lab confirmed to have COVID-19 may not return to work until the end of the 14 day self-quarantine period from the last date of exposure.

Employees who are confirmed to have COVID-19 will not be allowed to return to work until they meet criteria as established by the CDC or are released to work by their health care provider. Criteria for return to work include the following:

- Confirmed COVID-19 with Symptoms:

- At least 24 hours have passed since last fever without the use of fever-reducing medications; **and**
- Symptoms have improved; **and**
- At least 10 days have passed since symptoms first appeared

- Confirmed COVID-19 without Symptoms:

- 10 days have passed since positive test

- Unconfirmed COVID-19 with Symptoms:

- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:

- Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis, or
- Obtain an acute infection test at an approved COVID-19 testing location found at <https://tdem.texas.gov/COVID-19/> that comes back negative for COVID-19.

Employees may request permission for continued and/or intermittent remote work. These requests will be considered on an individual basis with consideration to the type of work, circumstances surrounding the employee's need and presence of one of the following conditions:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. The employee is experiencing symptoms of COVID-19 or is seeking a medical diagnosis
4. The employee is caring for an individual who is subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
5. The employee is caring for his or her child whose school is closed or whose child care provider is unavailable because of COVID-19 precautions (EFML only)
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services

Consideration and approval of remote work will be made by the Superintendent.

If approved, employees must adhere to the **Request to Temporarily Work from Home Due to COVID-19**, located on the EISD HR website. If an employee meets one of the six conditions as specified above, but is not approved to work remotely, they will be referred to EISD Human Resources to discuss potential options for employee leave.