

# Hondo ISD COVID-19 Employee Quarantine Protocol

SCENARIOS	DEFINITION(S)	PROTOCOL	IF UNABLE TO WORK	RETURN TO WORK
<p><b>SCENARIO 1</b></p> <p><b>EMPLOYEE WITH COVID-19 SYMPTOMS</b></p> <p><b>OR</b></p> <p><b>EMPLOYEE CONFIRMED OR PRESUMED POSITIVE FOR COVID-19</b></p>	<p><b>COVID-19 Symptoms:</b> Any of the following symptoms indicate a possible COVID-19 infection:</p> <ul style="list-style-type: none"> <li>• Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth;</li> <li>• Sore throat;</li> <li>• New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);</li> <li>• Diarrhea, vomiting, or abdominal pain; or</li> <li>• New onset of severe headache, especially with a fever.</li> </ul>	<p><b>The employee MUST:</b></p> <ul style="list-style-type: none"> <li>• Stay away from District property</li> <li>• If on District property, immediately leave</li> <li>• Immediately notify supervisor AND/OR campus administration</li> <li>• Remain home until cleared to return to work</li> </ul> <p><b>NOTE:</b> An employee who has symptoms may decide to contact the employee’s healthcare provider to determine if testing is right for them.</p>	<p>Human Resources will provide the employee with a leave request form, and work with the employee on the leave details.</p> <p>An employee experiencing symptoms who has sought medical care, been tested, or been advised by a health care provider to self-quarantine may be eligible for up to 10 days of Emergency Paid Sick Leave under the Families First Coronavirus Response Act (“FFCRA”).</p> <p><b>NOTE:</b> A full-time employee is only allowed a maximum of 10 days of Emergency Paid Sick Leave under the FFCRA.</p>	<p>Employees must meet ALL of these conditions before re-entry:</p> <ul style="list-style-type: none"> <li>• At least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);</li> <li>• Improvement in symptoms (e.g., cough, shortness of breath); and</li> <li>• At least 10 days have passed since symptoms first appeared.</li> </ul> <p>In the case of an employee who has a positive test result, but has no symptoms, the employee is required to be out at least 10 days from the day of positive test.</p> <p>In the case of an employee who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, the employee is presumed to have COVID-19 and may not return to District property until the individual has completed the same criteria set out above.</p> <p>If the employee has symptoms that could be COVID-19, did not test positive, and wants to return to work before completing the above stay-at-home period, they must either:</p> <ul style="list-style-type: none"> <li>• Obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis; or</li> <li>• Obtain an acute infection test at an approved testing location (<a href="https://tdem.texas.gov/covid-19/">https://tdem.texas.gov/covid-19/</a>) that comes back negative for COVID-19.</li> </ul>

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<p style="text-align: center;"><b>SCENARIO 2</b></p> <p style="text-align: center;"><b>EMPLOYEE IN CLOSE CONTACT WITH LAB-CONFIRMED COVID-19 POSITIVE</b></p>	<p>TEA refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:</p> <p>a) being directly exposed to infectious secretions (e.g., being coughed on); or</p> <p>b) being within 6 feet for a cumulative duration of 15 minutes;</p> <p>if either occurred at any time in the last 14 days at the same time the infected individual was infectious.</p> <p>Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.</p>	<p><b>The employee MUST:</b></p> <ul style="list-style-type: none"> <li>• Stay away from District property</li> <li>• If on District property, immediately leave</li> <li>• Immediately notify supervisor</li> <li>• Remain home until cleared to return to work</li> <li>• Work with HR to confirm that encounter qualifies as close contact in accordance with TEA guidance and that contact was with an individual who was lab-confirmed COVID-19 positive.</li> </ul> <p><b>NOTE:</b> An employee may come into close contact with a lab-confirmed COVID-19 positive individual at work, or outside of work. Questions about close contact should be directed to campus administration who will work directly with HISD Human Resources.</p>	<p>Human Resources will provide the employee with a leave request form, and work with the employee on the leave details.</p> <p>An employee who has been in close contact with someone who has tested positive will need to quarantine. If the employee’s doctor determines they should be tested or requires the employee to self-quarantine, then the employee will be eligible for up to 10 days of Emergency Paid Sick Leave under the Families First Coronavirus Response Act (“FFCRA”).</p> <p><b>NOTE:</b> A full-time employee is only allowed a maximum of 10 days/80 hours of Emergency Paid Sick Leave under the FFCRA.</p>	<p>If an employee develops symptoms at any time during their quarantine, whether or not the employee tests positive, negative, or does not test at all, then the employee’s situation should be analyzed under Scenario 1 outlined above.</p> <p>In the case of an employee who does not test and does not develop symptoms, the employee must quarantine for fourteen (14) days from close contact.</p> <p>If an employee was tested due to close contact with another individual who has tested positive and the employee has a negative test result and no symptoms, the employee must still wait 14 days from close contact, before returning to work.</p> <p><b>NOTE:</b> When an employee is quarantined due to close contact the employee cannot return earlier than 14 days from exposure due to the incubation period of COVID-19, regardless of doctor’s notes or test results.</p> <p><b>If an employee decides to get tested after close contact, it is recommended that the employee wait at least five days from the date of exposure before being tested for COVID-19 (testing before this time has a high probability of a false negative test result).</b></p>

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<p><b>SCENARIO 3</b></p> <p><b>EMPLOYEE INTERACTION THAT DOES NOT QUALIFY AS CLOSE CONTACT</b></p>	<p>If the employee has contact that does not meet the definition of close contact, outlined above, but:</p> <ul style="list-style-type: none"> <li>• has contact with someone who is lab-confirmed positive               <ol style="list-style-type: none"> <li>a. more than six feet apart; or</li> <li>b. for less than for a cumulative duration of 15 minutes; or</li> </ol> </li> <li>• has contact with someone who had close contact with a lab confirmed positive; or</li> <li>• has contact with someone who is presumed positive, but not lab confirmed.</li> </ul>	<p><b>The employee will usually be allowed to continue working, however they MUST:</b></p> <ul style="list-style-type: none"> <li>• Continuously monitor for symptoms</li> <li>• Consistently follow District COVID-19 protocols, including wearing a mask at all times and practicing social distancing</li> </ul> <p>If the employee begins experiencing any COVID-19 symptoms, then the employee’s situation should be analyzed under the EMPLOYEE WITH COVID-19 SYMPTOMS scenario outlined above.</p>	<p>These employees will be allowed to continue working.</p>	<p>N/A</p>

**Notes:**

- In the above, days means calendar days.
- For each event that triggers a quarantine, the employee’s situation should be re-evaluated under the particulars of the relevant scenario. It may be necessary to contact legal counsel to discuss the employee’s ability to return to work when multiple of the above scenarios apply to the same employee.