



Staff with COVID-19 Symptoms or Confirmed COVID-19

APPENDIX

Rationale:

With the continued spread of the COVID-19 outbreak, the Cypress-Fairbanks Independent School District ("District") must anticipate and be prepared to respond to potential cases in the workplace. The District will continue to rely upon information from licensed medical providers, local and state health officials, and information available through the Centers for Disease Control (CDC) for expert guidance.

Protocol:

The following are general steps to take when responding to a symptomatic or confirmed COVID-19 case in the workplace. These general guidelines are applicable for cases that may result from unknown or social exposures, as well as those that may be associated with confirmed workplace exposures. In either scenario, it is critical to take immediate action to prevent additional workplace and community spread.

I. Cases Where Employee Who Has Been Working Onsite Reports Suspected, Presumptive, or Confirmed COVID-19 Positive:

- Supervisor instructs the employee to remain at home and seek the care of a licensed medical professional as needed;
- Supervisor provides employee with investigation form to complete and submit to healthservices@cfisd.net.
- Health Services will communicate with the affected employee, the supervisor and Human Resources based on the assessment of the investigation form.
- Human Resources will discuss leave options with employee (see HR Process for Employees Affected by COVID 19 protocols for questions regarding employee leave and benefits);
- The Director of Health Services will share relevant non-personally identifiable information, as appropriate, with designated District staff (Chief of Staff, General Counsel, Chief of Operations, and the chief/associate superintendent over the affected department). The District's Chief of Staff will inform the Superintendent and the District Board of Trustees, as necessary and as appropriate;
- An employee will be directed to follow the advice from medical professionals and CDC guidelines, including the possible imposition of an isolation and required symptom-free period prior to returning to work (i.e., at least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms; and at least ten (10) days have passed since symptoms first appeared).
- For a confirmed positive case, the district will:
 - Determine the onset of symptoms;
 - Identify and notify others who may have been exposed without disclosing the name of the affected employee; and



- Isolate and decontaminate the employee's workplace, vehicle, equipment, etc., as necessary.

II. Suspected Occupational Cases – (In addition to the aforementioned items when exposure is believed to have occurred at work):

- The supervisor will notify Jaime DeCantillon— Director of Insurance and Risk Management, if the supervisor has reason to believe it was the result of a workplace exposure;
- The Director of Insurance and Risk Management will notify the District's Worker's Compensation carrier in accordance with the District's Worker's Compensation incident reporting guidelines;
- The District will conduct as appropriate an incident investigation to determine what can be done to prevent a similar occurrence; and
- The District will implement any additional preventative controls necessary to prevent a similar occurrence.

Additional information regarding COVID-19 can be found on the District website at <https://www.cfisd.net/en/parents-students/health/coronavirus>, and the website for the Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>.