



Health Services COVID-19 District Response Guidelines Staff with Suspected, Presumptive, 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 suspected, presumptive, 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 immediately notifies Health Services at 281-517-6339 or healthservices@cfisd.net (see HR Process for Employees Affected by COVID 19 protocols for questions regarding employee leave and benefits);
- Health Services will notify local or state health officials as required by any state or local orders;
- Within 24 hours, Health Services will communicate with the impacted employee and fill out a COVID-19 Exposure Form (included as Attachment A) to ascertain exposure risk;
- 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 a quarantine 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 (e.g., cough, shortness of breath); and at least ten (10) days have passed since symptoms first appeared).
- The District will:
 - 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.cfid.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>.