Denton ISD Employee/Workplace Process Map for COVID-19

Employee has symptoms and tests positive OR suspected to have COVID-19

Employee reports while at school/work

Employee reports while at home

Employee reports to supervisor and leaves to get medical care or call 9-1-1 if life threatening symptoms. Isolate if unable to immediately leave building.

Employee's direct supervisor contacts their immediate supervisor, HR, & Risk Management (RM) then has employee complete the online **Self Reporting Form**

HR/RM will provide guidance of when the employee can return to work

Employee should contact their primary care physician. Self-isolate at home for 10 days from symptom onset and experience at least 24 hours of no fever without fever- reducing medication.

Employee **tests positive** but has **no symptoms**

Employee's direct supervisor contacts their immediate supervisor, HR, RM, then has employee complete the online **Self Reporting Form**

HR/RM will provide guidance of when the employee can return to work

Employee should contact their primary care physician. Self-isolate and avoid public spaces for 10 days since testing positive. Employee can return to work after 10 day of self-isolation as long as no symptoms develop.

Employee reports someone at home has symptoms OR someone at home has tested positive

Employee's direct supervisor contacts their immediate supervisor, HR, RM, then has employee complete the online <u>Self Reporting Form</u>

HR/RM will provide guidance of when the employee can return to work

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 14 days. Employee should monitor for symptoms and contact primary care physician if they develop. (May return sooner with negative test result and written medical clearance).

Employee has prolonged exposure to someone who has tested positive or has symptoms

Employee's direct supervisor contacts their immediate supervisor, HR, RM, then has employee complete the online <u>Self Reporting Form</u>

HR/RM will provide guidance of when the employee can return to work

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 14 days. Employee should monitor for symptoms and contact primary care physician if they develop.

Employee reports someone in their home or workplace was exposed to someone who tested positive or has symptoms

If the someone at home or workplace is not symptomatic, but just 'exposed,' continue working (no need to self-isolate).

HR = Human Resources RM = Risk Management

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To be considered <u>exposed</u> to COVID-19, you need to have prolonged <u>close contact</u> with a person who has the virus. Close contact includes:

- living in the same household caring for a sick person with the virus,
- being within 6 feet of a sick person with the virus for at least 15 cumulative minutes without the use of a face covering,
- or being in direct contact with secretions from a sick person.