



# Return to Work Plan: In Response to COVID-19

PREPARED BY:  
Return to Work Handbook Committee and SFDR CISD  
HUMAN RESOURCES  
August 12, 2020

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# Message from the Superintendent

SAN FELIPE DEL RIO  
*Consolidated Independent School District*  
OFFICE OF THE SUPERINTENDENT



P.O. DRAWER 428002

DEL RIO, TEXAS 78842

August 12, 2020

Dear SFDRCISD Family:

To say that planning for the 2020/2021 school year has been a new experience would be a huge understatement. The better part of the summer months was spent selecting a learning platform, securing the appendages (devices and connectivity) for that platform and recreating the learning experience for students via various resources.

Because all of this will be a new type of teaching and learning, we have to ask ourselves if we have done enough. I am certain that there is still much more to do. Yet, I am hopeful, even emboldened, by a stronger certainty. I know our teachers and instructional aides will take all that is available and use it to create the relationships and rigorous academic experiences our students deserve. We are thankful and excited for the return of our staff.

I hope the discussions and attachments included in this handbook create for you a high degree of security and well-being. The main purpose of this book, coupled with the campus handbook, is to share with you our plan to keep you and our students safe; as safe as they would be in pre-pandemic years. I am thankful that your principal will have the opportunity to review these books with you four weeks before our students arrive.

During these four weeks, each of you will have the opportunity to practice and further contribute to the procedures and protocols developed for you and our District. We encourage you to ask questions that will not only clarify what is still needed, but may also help improve everything that we have planned.

Years from now each of you will undoubtedly be remembered for the strength you showed in overcoming these challenges. More importantly, each of you will be remembered for the experiences you created for your students; and for the belonging and security they felt when they observed you in class or over the monitor.

Be strong in the knowledge that today's most needed professionals are teachers and physicians. You, our teachers, mean the world to our community.

Sincerely,

Carlos Rios, Ed. D.  
Superintendent  
[carlos.rios@sfdrcisd.org](mailto:carlos.rios@sfdrcisd.org)  
(830) 778-4007

# Introduction

This guidance document is being provided based on the public health situation as we understand it today and takes effect immediately. Changes to the public health situation over the course of the next months may necessitate changes to this guidance.

Given the current public health situation, all employees, including teachers and staff must ensure that they follow the prevention and mitigation practices outlined in this document to significantly reduce the likelihood that a coronavirus outbreak occurs on campus or a District facility. By consistently implementing recommendations to the extent feasible, the District can help in reducing the potential negative impact of infection on students' educational experiences and protect adults who are generally at greater risk from COVID-19 than students.

Following the 2020-2021 Public Health Guidance recommendations from the Texas Education Agency (TEA), **all employees will be required to be trained specifically on the protocols outlined in this document. Additionally, teachers will complete the course on [Special Considerations for Infection Control During COVID-19](#).**





# Public Health Considerations

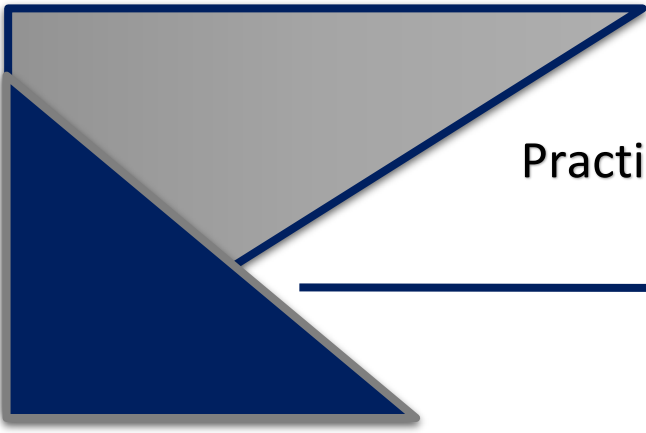
The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.

Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas public schools.

***\*\*This document has been developed with guidance from the Texas Education Agency (TEA), the Texas Department of State Health Services (DSHS), the Centers for Disease (CDC), and approval by local authorities.***

Note: Before the SFDRCSID reopens its schools, all staff, including administrators, office personnel, teachers and support staff will be trained on the protocols and practices outlined in this document and adopted by our school system.





# Practices to Prevent COVID-19 from Entering Schools and District Facilities

## STEP 1: Prescreen

SFDRCSID will require all employees, including teachers and staff to complete an Acknowledgement of COVID-19 Screening and Protocol Form. The supervisor/principal will meet with the employees to complete the form. In addition, the employees will be required to self-screen each day before entering a District facility. When self-screening, employees must determine if they have started experiencing any of the following symptoms in a way that is not normal for them.

The employee will report to their supervisor if they themselves have any COVID-19 symptoms in a way that is not normal to them, or are lab-confirmed with COVID-19, and if so, must not report to work until they meet the criteria for re-entry as noted below. Additionally, employees must report to the school district if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined at the end of this document, and, if so, must remain at home until the 14-day incubation period has passed.

In evaluating whether an employee has symptoms consistent with COVID-19, the employee must consider the following questions:

**1. Have you recently begun experiencing any of the following symptoms or conditions in a way that is not normal?**

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit	Chills (shaking or exaggerated shivering)
Loss of taste or smell	Sore throat
Cough	Congestion or runny nose
Difficulty breathing	Significant muscle pain or ache
Shortness of breath	Diarrhea
Fatigue	Nausea or Vomiting
Headache	

**2. Have you been in close contact with an individual who is lab-confirmed with COVID-19?**

- (a) Being directly exposed to infectious secretions (e.g., being coughed on); or
- (b) Being within 6 feet for a cumulative of 15 minutes.

if either occurred at any time in the last 14 days at the same time the infected individual was infectious. Individuals are presumed infectious at least two days prior to symptoms onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

If the response to either question listed above is **“Yes”**, then the employee **must remain at home until the 14-day incubation period has passed, notify direct supervisor, and contact HR at EXT. 4100 or 4045 to report exposure.** If the response to both questions is **“No”**, then the employee will proceed in preparing for work or instruction at school and complete Step 2 and Step 3 in the next page.



# Practices to Prevent COVID-19 from Entering Schools and District Facilities

## STEP 1: Prescreen

### Health Protocol:

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.

Look for emergency warnings and signs, contact HR at EXT. 4100 or 4045

### Seek Emergency Medical Care Immediately if any of the following symptoms are present:

- Trouble Breathing
- Persistent pain or pressure in the chest
- New Confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

## STEP 2: Facial Covering and Masks

Schools are required to comply with the governor's executive order regarding the wearing of masks. Facial coverings must always cover the nose and mouth. All staff and students are expected to wear a face covering.

The District has purchased a masks for district employees and students who might need them. If you are in need of a mask, please stop by your campus (campus-based personnel) or district office (district-based personnel) and we will issue you one to you.

The facial coverings and mask requirement does not apply in the following circumstances:

- Any person with a medical condition or disability that prevents wearing a face covering;
- Any person while the person is consuming food or drink;
- Any person obtaining a service that requires temporary removal of the face covering for security surveillance or screening, but only to the extent necessary for temporary removal.





# Practices to Mitigate the Likelihood of COVID-19 Spread Inside the School

## Health and Hygiene Practices

### STEP 3: Temperature Check

All employees will be screened with an infrared thermometer before entering any District building. If the temperature reading indicates 100.0 degrees or greater, then the employee **will not** be permitted to enter the building or classroom.

In order to further reduce the likelihood that a coronavirus outbreak occurs on campus or a District facility, SFDRCSID staff will offer the following:

- Hand sanitizer and hand washing stations throughout each facility.
- Instruction on good hand washing techniques.
- Instruction to staff and students on how to sanitize their work spaces (desks) in ways that are safe and developmentally appropriate.
- Instruction on social distancing and respiratory etiquette (i.e., how to cover coughs and sneezes).
- Arrangements for additional cleaning and disinfecting of frequently-touched surfaces and equipment using products that are approved by the CDC.
- Posters and other helpful reminders to use best health and hygiene practices.

### COVID-19 Training

Every SFDRCSID employee will be required to complete the COVID-19 Training under the [Special Considerations for Infection Control During COVID-19](#). This two hour course is intended for frontline childcare workers, but the principles of the course apply equally to those working in school settings. Supervisors generate a roster with their staff and attach the certificates. Once all the staff in your campus or department completes the course, please submit the certificates and roster to HR. The deadline to complete the course is August 28, 2020.

### Social Distancing

Social distancing is an effective way to prevent potential infection. SFDRCSID employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided or individuals separated throughout the space.
- All employees will be required to follow social distancing guidelines and wear a mask if social distancing is not possible. Social distancing will include the use of common areas such as copy/work rooms, bathrooms, eating spaces, hallways, etc.
- No lunch gatherings in lounges or any other rooms where social distancing cannot be maintained.



## Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposure. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Schools are required to comply with the governor’s executive order regarding the wearing of face masks.

The Texas Education Agency and the Texas Department of Emergency Management have teamed up to procure the PPE listed below for SFDR CISD.

Funding Source	Total Disposable Masks	Total Disposable Masks for Students	Total Disposable Marks for Adults	Total Reusable Masks	Total Reusable Masks for Students	Total Reusable Masks for Adults	Total Gloves	Total Thermometers	Total Hand Sanitizer – Gallons	Total Adult Face Shields
Texas Education Agency	93,527	28,058	65,469	23,382	6,495	16,868	46,240	77	1,100	1360
SFDR-CISD	0	0	0	139,535	675	138,860	325,000	477	0	40

In addition, the Special Education department has ordered disposable gowns and shoe covers, tri-fold Plexiglas to use on tables or student desks for the lifeskills units. Employees testing students one to one will also receive additional PPE.

## Health and Hygiene Practices

It may be impractical for students to wear masks or face shields while participating in some non-UIL athletic or other extracurricular activities. When it is impractical for students to wear a mask or face shields during those activities, schools must require students, teachers, staff, and visitors to wear masks or face shields when entering and exiting facilities and practice areas and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields. However, schools must require students, teachers, and staff to wear masks or face shields as they arrange themselves in positions that will allow them to maintain safe distancing.

Currently, the Governor’s Executive Order is ages 10 years and up; however, SFDR CISD will require every student to wear a face covering. Students will be required to wear masks when they enter the building and as they transition through the halls including in the classroom.

**It may not be developmentally appropriate for some other students, including some students with disabilities, to wear masks.**

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-



one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

**Please note that social distancing should still be practiced even with the use of gloves and masks.**

In addition to using PPE, please remember to:

1. Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
2. Avoid touching your eyes, nose, and mouth
3. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## Personal Workspace/Classroom

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SFDRCSID staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. SFDRCSID will provide disinfecting wipes for the cleaning.

### Health and Hygiene Practices Shared Workspace

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. SFDRCSID has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SFDRCSID Custodial Team will clean all workspaces at their designated cleaning time.

**Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.**

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- 1.Capacity – SFDRCSID** will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- 2.Conference Rooms** – Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.
- 3.Breakrooms or Teacher Lounge/Multipurpose Room** –These spaces shall be closed for use until further notice; however, shared appliances such as coffee machines, refrigerators, and microwaves will be available for staff to use and must be clean before and after every use.
- 4.Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.



## Facilities Cleaning

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### Health and Hygiene Practices

#### General Disinfecting Measures

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	At the end of each use/day
<b>Electronic Equipment</b>	Copier machines, shared computer, monitors, TV's, Telephones, Keyboards, Mouse	At the end of each use/day and/ or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus Seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	At the end of each use/ day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.



# RESPOND: Practices to Respond to Possible Cases of COVID-19 in the School

## Identifying Possible COVID-19 Cases on Campus

1. Schools must immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian. The student will be confined to the isolation room.
2. Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.
3. Students and employees who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19. The nurse will be responsible for the administration of the temperature check.
4. Employees must be asked to go home, inform Human Resources at EXT. 4100 or 4045, and contact their local health provider for COVID-19 testing.

## Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, HR must notify its 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).
2. Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must 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 on any on campus activities.
4. Human Resources department must be informed at Ext. 4100 or 4045.
5. Human Resources will identify and teachers who were exposed or had contact with the staff member and provide written documentation.
6. Campus principal will work with Human resources to send written notification of possible exposure to all staff, parent, and guardian of individuals exposed.





While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in **close contact** with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - Your healthcare provider
  - SFDRCSID HR department at EXT. 4100 or 4045
  - Your supervisor
3. Employee will be encouraged to test for COVID-19.
4. Your supervisor will work with HR to determine appropriate next steps.
5. Human Resources will identify and teachers who were exposed or had contact with the staff member and provide written documentation.
6. Campus principal or building supervisor will work with Human Resources to send written notification of possible exposure to all staff, parent, and guardian of individuals exposed and set up a plan for disinfecting.
7. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
8. Student, teacher, staff, or visitor should stay home through the 14-day incubation period and not be allowed on campus. If the individual experiences symptoms, they must stay home until the conditions outline below have been met.
  - At least 3 days (72hours) have passed since recovery (no fever without the use of fever-reducing medications)
  - You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
  - At least 14 days have passed since symptoms first occurred
  - Until staff or student are notified in writing that (1) the incubation period has passed and they are no longer suspected of having the above-stated communicable disease; or (2) they are otherwise notified by the Department of State Health Services

## Tested Positive for COVID-19 or Suspected with COVID-19

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Any individuals who themselves either: (a) are lab-confirmed to have COVID19; or (b) experience the symptoms of COVID19 must stay at home throughout the infection period, and cannot return to campus until the Human Resources screens the individual to determine any of the below conditions for campus re-entry have been met:



## Return to Work/School Criteria

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 14 days have passed since symptoms first occurred
4. Staff or student is notified in writing that (1) the incubation period has passed and they are no longer suspected of having the above-stated communicable disease; or (2) they are otherwise notified by the Department of State Health Services

If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work/school until the criteria listed above have been met.

If the individual has symptoms that could be COVID19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID 19 testing location.

## Leave

To comply with the requirements of the Federal Families First Coronavirus Response Act (FFCRA), the FFCRA provides employees with Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020 or unless the law is extended.

## Two Types of Leave Covered Under FFCRA

### 1) Emergency Paid Sick Leave (EPSL)

Emergency paid sick leave will be available for an employee who is unable to work or work remotely because:

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 because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee is caring for an individual subject (or advised) to quarantine or isolation;
5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

#### Eligibility for EPSL

All employees, with full-time or part-time status are eligible to receive this benefit.

#### Paid Benefits for EPSL

Eligible employees will receive up to two weeks of paid sick leave.

- Full-time employees: 80 hours at their regular rate of pay, subject to caps and reasons noted below.



- Part-time employees: the number of hours that the employee works, on average, over a two-week period, subject to caps and reasons noted below.

Payments are capped at \$511 a day (\$5,110 in total) for dealing with an employee's own illness or quarantine (reasons 1, 2 and 3 above). Employees who are caring for an individual affected by COVID-19 and those whose place of care have closed (reasons 4, 5 and 6 above) receive up to two-thirds of their pay, and that benefit is limited to \$200 a day (\$2,000 in total).

Employers cannot require employees to use other employer-provided paid leave before — or concurrently with — the FFCRA's emergency paid sick leave.

### **Return to Work Following EPSL**

Employees are required to follow guidelines established by the [Centers for Disease Control and Prevention](https://www.cdc.gov) as it relates to ceasing home isolation practices.

## **2) Emergency Family Medical Leave Act (EFMLA) Expansion**

Employees will be entitled to take up to 12 weeks of job-protected leave if an employee is unable to work (or remote work) due to caring for the employee's son or daughter (who is under 18) because the child's school or place of care has been closed or his or her childcare provider is unavailable due to the public health emergency. This applies even if the child is receiving some or all instruction online or by other means of distance learning.

### **Eligibility for EFMLA**

Under this policy, full-time and part-time employees who have been employed with *San Felipe Del Rio CISD* for 30 days, prior to taking the leave, are eligible for leave.

### **Paid Benefits for EFMLA**

The EFMLA provides for a combination of unpaid and paid leave.

- The first 10 days of EFMLA is unpaid. An employee may choose to take any existing paid leave (personal, sick, vacation or comp time) during the 10-day period, or the 10 days may be paid under EPSL if not previously taken.
  - If unpaid, requiring the employee to use available paid leave is not permitted during the first 10 days.
- After ten days of unpaid leave, employees are entitled to 10 weeks of job-protected leave of two-thirds their usual pay. Part-time employees are entitled to be paid two-thirds of their usual pay based on the average number of hours worked for the six months prior to taking the leave. Available leave will be required to be used at 1/3 per day.
- The cap of the paid leave entitlement for employees is \$200 per day (\$10,000 in the aggregate).

### **Notifying Company of the Need for FFCRA Leave**

Employees should request their need for emergency paid leave as soon as possible, by notifying human resources. If an employee is incapacitated, the employee's representative should give verbal notice as soon as possible. Calling in "sick" does not qualify as adequate notice. An employee must provide sufficient information regarding the reason for an absence for the district to know that protection and benefits may exist under this policy.

### **Insurance Benefit Continuation During FFCRA Leave**



Coverage under group health insurance will continue while on leave, but employees must continue to pay their portion of the premium. Other employment benefits [*such as group life insurance, AD&D, etc.*] will also be continued during the leave, as long as the employee continues to pay any required contribution.

### **Rights Upon Return from FFCRA Leave**

An employee who takes leave under this policy may be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist.

**Request for EPSL or EFMLA shall be made through the Employee Benefits Office by calling (830)778-4100/4045 or by email at [laura.english@sfd-cisd.org](mailto:laura.english@sfd-cisd.org)**

## **What You can do if You are at Higher Risk of Severe Illness from COVID-19**

- Wash your hands often.
- Avoid close contact and stay at least 6 feet (about two arms' length) from other people.
- Clean and disinfect frequently touched surfaces
- Cover your mouth and nose with a cloth face cover when around others
- Cover coughs and sneezes

## **Alternate Work Arrangement**

The District adopted DK resolution which allows Employees for alternative work arrangement (AWA) during a widespread crisis, government shutdown or other emergency. An individual employee may request an AWA. Eligibility for an AWA is contingent upon the following conditions:

- The employee provides valid documentation indicating that he/she is unable to return to work due to a temporary compensable work-related injury; or the employee is unable to return to work due to a confirmed pre-existing health condition that would place the employee at a high risk of becoming seriously ill if he/she returns to the assigned work setting.
- The employee can maintain a standard workload and essential functions of the position while assigned to an AWA;
- The request for an AWA will not place an undue burden on the department or instructional program;
- The job performance while assigned to an AWA is measurable;
- Access to resources including equipment, documents or data will not be impeded if an AWA is granted;
- The employee can maintain the ability to protect the District's data and confidential information;
- The employee is continuously accessible during business hours, and actively participates in meetings, conferences, and other events or activities directed by the supervisor.

An employee can request an Alternate Work Arrangement form from HR at extension 4100 or 4045. The supervisor will also need to acknowledge the remote work by completing a Supervisor Acknowledgement Form, confirming the employee can complete all duties remote. A committee will review the AWA request, if the employee is approved, the employee will be required to complete the Special Work Accommodation Timesheet daily as well as a work log. The employee will need to submit the timesheets to the supervisor for signature (the approver will be the same approver as designated in Skyward). The completed timesheets will be submitted to the Payroll Department.



# Staff Children at Work Guidelines

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1. Campus employees are allowed to bring their school-aged children to work with them if they are from the **same household** and are enrolled as **SFDR-CISD students**. This applies to the timeline the district designates an online only instruction for the district.
2. Children must be supervised **at all times** by their parent. Staff can only supervise their own child, no congregating between children in any other areas of the campus.
3. If teacher chooses to bring their child to school, it is with the understanding that child may NOT interfere with daily required responsibilities. Some responsibilities included, but not limited to are:
  - Planning sessions
  - Professional Development
  - Staff Meeting
  - ARDs, 504 or any other confidential meetings
  - INSTRUCTION throughout the day
  - If any of the above required responsibilities are compromised, staff member will have three days to find alternate childcare.
4. Children will need to wear a mask at all times in the building other than when in the classroom/isolated area with their parent.
5. Children should bring their own instructional and personal material such as a water bottle, school-assigned learning device, headphones, etc.
6. Child's parent will be required to screen and take their child's temperature before entering the school and record it on the required district form.
7. Children will also be required to practice good hygiene and wash their hands or use hand sanitizer once arriving on the campus and throughout the day.

**IMPORTANT:** \*The decision to bring children on-site must be made in conjunction with the staff member and campus principal. This decision will be based on the staff member's workspace/area and availability throughout the day to supervise their children.

## Health and Hygiene Practices:

1. Teachers, staff, and children of staff will use hand-sanitizer and/or wash their hands once arriving on campus and throughout the school day.
  - Hand-sanitizer will be made available by campus leadership at campus entry points.
2. Teachers, staff, and children of staff will wear a face mask once they arrive on school property and while entering the campus.
  - For the purposes of this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
  - Once teachers and teacher's children are in their classroom and working alone, their face covering may be removed.
  - Staff in the front office area or working in other areas of the campus will keep their face covering on at all times.



Wear your Face Covering Correctly:

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

**Other**

## **School Bus Protocol and Procedures**

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks or shields at all times. The driver's temperature must be checked and documented before the start of each route.

**Bus drivers will be required to assure the following:**

- Parents of bus riders complete and submit an Acknowledgment of COVID-19 Screening and Protocols *before* their child can board a school bus.
- Students' temperature is checked prior to boarding a bus. \*Any student who has a temperature greater than 100.0 degrees Fahrenheit will not be permitted to board the bus.
- Students are wearing a cloth face cover or non-medical grade mask at all times during the bus ride.
- As an added precaution, students will be required to use hand sanitizer before boarding the bus
- Students are assigned a seat in accordance with safe distancing guidelines. Students will be required to stay in their assigned seats until they have reached their destination and have been released by the bus driver.
- Floor decals, colored tape, or signs will be used to indicate where passengers should not sit or stand.
- Buses will be thoroughly cleaned and disinfected before and after each bus trip.
- Hand sanitizer will be at entry of all buses
- When possible, windows will be open to allow outside air to circulate throughout the bus.

## **Nurse (Non-COVID Situations)**

The nurse will have a mobile cart for minor medical situations and to administer medications. This will limit the interactions of students in the halls and buildings.

## **Visitor Instructions**

SFDRCSID will limit normal visitation to our campuses at this time. Only SFDRCSID employees are allowed on campus during preparation for reopening. All individuals entering the building will be required to wear face coverings (as determined by the Governor's Executive Order). Individuals proceeding beyond the reception area will be subject to the following guidelines: visitors will be screened, virtual meetings will be available when possible, visitors and staff will maintain physical distancing for ARD and other meetings in conference areas.



## Cafeteria and Meal Periods

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- Students may bring their own meals or be served individually plated meals and will be spaced throughout the cafeteria to create distance between students.
- SFDRCSID will use disposable food service items.
- No parents/visitors during lunch for at this time. A lunch visitor process will be developed for parents and guardians at a later date. Cafeteria staff will be trained in COVID-19 safety protocols. Classes will go to lunch on a staggered schedule to minimize the number of students in the cafeteria each period. All cafeteria staff will be wearing masks and gloves while serving students. High surface areas will be disinfected between service periods and maintain a 6 feet distance at all times.
- SFDRCSID will utilize outdoor picnic spaces (weather permitting) and common areas of the buildings to allow for adequate dining space.

## Travel Restrictions

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SFDRCSID will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resources department and the office of the Superintendent. We will minimize non-essential travel throughout the year.

## Communication Methods

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To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit or district website
3. Follow our social media platforms

## Employee Assistance Program

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Deer Oaks is our Employee Assistance Program and can help employees face new challenges in light of COVID-19 pandemic. See the appendix for contact information.



# Frequently Asked Questions

## 1. What are the symptoms of COVID-19?

Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit	Chills (shaking or exaggerated shivering)
Loss of taste or smell	Sore throat
Cough	Congestion or runny nose
Difficulty breathing	Significant muscle pain or ache
Shortness of breath	Diarrhea
Fatigue	Nausea or Vomiting
Headache	

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19 ([click here](#) for the CDC webpage)

## 2. What can I do to prevent being infected or spreading the virus?

- a. Wear a cloth face covering.
- b. Stay at least 6 feet (about 2 arm's length) from other people.
- c. Avoid close contact with people who are sick.
- d. Wash your hands frequently.
- e. Avoid touching your eyes, nose, and mouth.
- f. Stay home when you are sick.
- g. Cover your cough or sneeze with a tissue, then throw the tissue in a covered trashcan.
- h. If you do not have a tissue, use your sleeve (not your hands).
- i. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

## 3. What is being done to keep schools clean and protect teachers, staff and students? Custodial staff will perform extra cleaning of schools, district offices, and school bus drivers have been asked to clean bus interiors. If needed, the district has access to outside vendors who can deep-clean classrooms, schools and departments. Videos were created to teach proper hygiene to students.

## 4. What is the district doing to protect students and staff? SFDRCSID is following the guidance of the CDC, local governments, and health care providers to prepare for and respond to the evolving COVID-19 situation. SFDRCSID Health Services has issued guidance for school nurses to use in identifying and assessing the health status of students or staff who are experiencing flu-like symptoms.





5. What are the repercussions if students refuse to wear a face covering in class?  
A student's refusal to wear a mask will be addressed according to the Student Code of Conduct.
6. What will the district do if someone at a school or office is diagnosed with COVID-19? If both exposure and symptoms of fever or respiratory illness are present, nurses are instructed to inform the principal, isolate the individual, and contact SFDRCSISD HR Department for additional guidance.

Where necessary, cleaning and disinfection will take place in accordance with SFDRCSISD Standard Operation Procedures and CDC recommendations.

7. How will I be notified if I was exposed to someone who was lab confirmed for COVID-19? HR will notify any employee that had physical contact with, or were near an infected person. (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.) Employees who had physical contact will be asked to monitor their symptoms, contact their health provider if any symptoms develop and/or access the Coronavirus Self-Checker to assist them in making a decision about seeking medical care. If you decide to get tested, although you did not have close contact, you will need to use your leave. (If the test is positive your leave will be reinstated.)

If you had close contact with the lab confirmed individual, you will be asked to seek medical attention and get tested for COVID-19. You will qualify for the FFCRA leave (Read question 9 in reference to FFCRA leave)

Close contact is defined as:

- a. Being directly exposed to infectious secretions (e.g., being coughed on) or;
- b. Being within 6 feet for a cumulative duration of 15 minutes.  
if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

8. If there is a positive case in our classroom, we'll all have to get tested. How many times throughout the school year will we have to put our bodies through that testing? Individuals will be encouraged to get tested only if they had close contact with an individual who was lab confirmed to have COVID-19. Close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on) or
- b. being within 6 feet for a cumulative duration of 15 minutes.



9. Will every time we get tested be covered by the district or our insurance or will the expenses come out of our own pockets?
- COVID-19 Treatment is covered at 100%: SFDRCSISD AETNA Health Plan will waive member cost share for treatment of COVID-19, for any inpatient and outpatient services, with any network and non-network provider and facility.
  - Copays are waived for Telemedicine services: SFDRCSISD AETNA Health Plan will waive copays for in-network providers for any diagnosis, including federally-mandated COVID-19 or related diagnoses.
  - Our health plans cover COVID-19 diagnostic testing and services: includes serological (antibody) testing, with no cost sharing – as required under recent federal legislation.
  - Through AETNA'S Healing Better program, members who are diagnosed with COVID-19 will receive a care package containing CVS items to help relieve symptoms. The package will also include personal and household cleaning supplies to help keep others in the home protected from potential exposure. This kit will include a mask, gloves, hand sanitizer, and additional tips and resources. This package will be provided at no cost while supplies last.
10. If a family member gets COVID and we have to quarantine, will we be docked those days? Take for instance educators living in one household, will they be docked days when they have to quarantine if someone tests positive in their class? [The Federal Families First Coronavirus Response Act \(FFCRA\)](#) provides employees with Emergency Paid Sick Leave (EPSL) and Emergency Paid Family and Medical Leave (EFMLA) for those affected by the COVID-19 pandemic, from April 1, 2020 through December 31, 2020 or unless the law is extended. The coverage is for 80 hours for EPSL capped at \$511.00 a day. Under the EFMLA employees are entitled to take up to 12 weeks of job-protected leave. First two weeks are unpaid (employee can use their leave) and the 10 weeks of job-protected leave are paid at two-thirds the employee's usual pay. For more information, please read the [Employee Rights for FFCRA](#).
11. What about Special Ed teachers? If they have to go classroom to classroom to service students, how is that keeping them safe from being exposed to all classes? [All teachers must take necessary precautions to maintain social distancing and wear a cloth face covering to limit close contact.](#)
12. What are other sources of information and updates? [The following resources are available to help our public stay informed about COVID-19.](#)
- [The Centers for Disease Control and Prevention – www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)
  - [Texas Department of State Health Services – www.dshs.texas.gov/coronavirus/](http://www.dshs.texas.gov/coronavirus/)
13. The CDC lists the following scenarios to determine when you can end quarantine and be around others.
- Close contact with someone who has COVID-19—will not have further close contact

[I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick \(e.g., co-worker, neighbor, or friend\). Your last day of quarantine is 14 days from the date you had close contact.](#)



Date of last close contact with person who has COVID-19 + 14 days= end of quarantine

- b. Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Date person with COVID-19 began home isolation + 14 days = end of quarantine

- c. Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine

- d. Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the [criteria to end home isolation](#).

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine

- e. I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after:

14 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.



If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID, and I had symptoms.”

14. Will I be able to work from home during the 14-day quarantine?

Yes, employee can perform all duties listed on the job description. The District adopted DK resolution which allows Employees for alternative work arrangement (AWA) during a widespread crisis, government shutdown or other emergency. An individual employee may request an AWA. Eligibility for an AWA is contingent upon the following conditions:

The employee provides valid documentation indicating that he/she is unable to return to work due to a temporary compensable work-related injury; or the employee is unable to return to work due to a confirmed pre-existing health condition that would place the employee at a high risk of becoming seriously ill if he/she returns to the assigned work setting.

The employee can maintain a standard workload and essential functions of the position while assigned to an AWA;

The request for an AWA will not place an undue burden on the department or instructional program;

The job performance while assigned to an AWA is measurable;

15. If my quarantine is restarted because a second family member is diagnosed and I already used the 10 days of EPSL, will I have to use my own leave? If I do not have leave available will I be docked?

If the employee does not qualify for Alternate Work Arrangements, the employee will need to use their personal leave.

16. Where do we report any employees/students with possible symptoms?

Employees must be reported to HR department at extension 4100 or 4045.

17. What if I have current health issues and don't want to be exposed?

The CDC recommend suggestions to minimize exposure. You can find the suggestions on the appendix.

18. Will we have extra face masks available for students and staff?

Yes, the District has purchased additional face masks to the face masks already provided from TEA.

19. How will online teaching affect TTESS?

Classroom walkthroughs may be implemented by zoom. Principals will be accessing the same TTESS rubric for online instruction.

20. If employees feel unsafe to work this year will they be penalized for taking the year off?

Employees may resign if they chose to; however, they will need to reapply for the following school year.



# APPENDIX



# GUIDANCE on COVID-19



Training <https://agrilifelearn.tamu.edu/product?catalog=COFS-256>

Employee Completes the Acknowledgement of COVID-19 Screening and Protocols

Employee Self Checks Daily Before Reporting to Work for COVID-19 Symptoms Not Normal to Them

Self Report any changes to Employee's Health (Diagnosed Symptoms, Exposure)

Has the employee experienced any of the following symptoms?

- Feeling feverish or a measured temperature greater than or equal to 100.00 degrees farenheit
- Loss of taste or smell
  - Cough
  - Difficulty breathing
  - Shortness of breath
  - Headache
  - Chills
  - Sore Throat
- Shaking or exxagerated shivering
  - Diarrhea
- Significant muscle pain or ache

NO

YES

Return to Work

Implement Protocols:

- PPE
- Face Mask
- Social Distancing
- Hand Washing

Refer to Employee/Workplace  
Process Map for COVID-19

Administrative Action:

- Maintain Confidentiality
- Identify who was Exposed
- Close Contaminated Areas
- Implement Disinfecting Protocol
- Wait 24 hours to clean and disinfect
- Determine additional closure response

**SAN FELIPE DEL RIO**

*Consolidated Independent School District*



**P.O. DRAWER 428002**

**DEL RIO, TEXAS 78842**

**Acknowledgment of COVID-19 Screening and Protocols (Employee)**

As always, the health and safety of our SFDRCISD employees is a top priority. As such, to ensure the safety of staff and students upon the return to school during this unprecedented time, all employees will be required to self-screen each day before entering a District facility. When self-screening, employees must determine if they have started experiencing any of the following symptoms in a way that is not normal for them.

**COVID-19 Symptoms**

Fever of 100.0 degrees or higher
Sore throat
New uncontrolled cough that causes difficulty breathing
Chills (shaking or exaggerated shivering)
Diarrhea, vomiting or abdominal pain
New onset of severe headache, especially with a fever
Sore throat

By checking the boxes and signing below, you acknowledge that you are required to self-screen for COVID-19 symptoms before entering a campus or district facility and take the necessary precautions to quarantine or isolate if needed.

I affirm that I **will not** come to work, or participate in any work-related activity while at my place of employment, if I am experiencing any of the COVID-19-related symptoms listed above.

I affirm that I **will not** come to work or participate in any work-related activity while at the place of my employment if I have been in close contact with anyone, including those living in my household who have been lab-confirmed with COVID-19; until I have completed a 14-day quarantine period.

*\*Close contact is defined as: (a) being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or (b) being within 6 feet for a cumulative duration of 15 minutes, while not wearing a face mask or shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.*

I affirm that I **will not** come to work, or participate in any work-related activity while at the place of employment, if I am sick and have been lab-confirmed with COVID-19 until **all conditions below have been met:**

1. *At least ten (10) days in isolation have passed since the symptoms first appeared.*
2. *At least one day (24 hours) has passed with no fever without the use of fever-reducing medications;*
3. *I have physical improvement in symptoms (i.e., cough, shortness of breath, other COVID-19 related symptoms have ceased)*
4. *I have obtained one acute infection test that has come back negative for COVID-19; and*
5. *I have received medical clearance to return to work.*

I understand that my temperature will be screened before entering my place of employment. I also understand that if my temperature reads at 100.0 degrees or greater, I **will not** be permitted to re-enter school buildings, classrooms, or any other school district property until I am free from any symptoms, and I have been medically cleared to return to work.

**EQUAL OPPORTUNITY EMPLOYER**

**Telephone: (830) 778-4000**

I affirm that I will promptly notify my immediate supervisor if I am not able to return to work due to an illness, or any COVID-19 related circumstances.

Employee Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Campus or Dept. \_\_\_\_\_

EQUAL OPPORTUNITY EMPLOYER  
Telephone: (830) 778-4000



SAN FELIPE DEL RIO

Consolidated Independent School District



P.O. DRAWER 428002

DEL RIO, TEXAS 78842

Acknowledgment of COVID-19 Screening and Protocols (Student)

As always, the health and safety of our SFDR CISD students is a top priority. As such, to ensure the safety of our staff and students upon the return to school during this unprecedented time, all students will be required to self-screen each day before entering a District facility. When self-screening, parents must determine if their son/daughter has started experiencing any of the following symptoms in a way that is not normal for them.

COVID-19 Symptoms

Table with 2 columns and 8 rows listing COVID-19 symptoms: Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, Chills (shaking or exaggerated shivering), Loss of taste or smell, Sore throat, Cough, Congestion or runny nose, Difficulty breathing, Significant muscle pain or ache, Shortness of breath, Diarrhea, Fatigue, Nausea or Vomiting, Headache.

By checking the boxes and signing below, you acknowledge that you are required to screen your son/daughter for COVID-19 symptoms before entering a campus, and take the necessary precautions to quarantine or isolate if needed.

[ ] I affirm that I will not send my son/daughter to school, or have him/her participate in any school-related activity if he/she is experiencing any of the COVID-19-related symptoms listed above.

[ ] I affirm that I will not send my son/daughter to school, or have him/her participate in any school related activity if they themselves have had close contact with anyone, including those living in my household who have been lab-confirmed with COVID-19 until they have completed a 14-day quarantine period.

\*In general, close contact is defined as:

- (a) being directly exposed to infectious secretions (e.g., being coughed on); or
(b) 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 person in close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

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 and continuing for 10 days following the confirming lab test.

[ ] I affirm that I will not send my son/daughter to school, or participate in any school-related activity if he/she has been lab-confirmed with COVID-19. I also understand that my son/daughter must remain off campus until all conditions below have been met:

- 1. At least ten (10) days in isolation have passed since the symptoms first appeared.
2. At least one day (24 hours) has passed with no fever without the use of fever-reducing medications;

EQUAL OPPORTUNITY EMPLOYER

Telephone: (830) 778-4000

3. *My son/daughter has had physical improvement in symptoms (i.e., cough, shortness of breath, other COVID-19 related symptoms have ceased)*
4. *My son/daughter has obtained one acute infection test that has come back negative for COVID-19; and*
5. *My son/daughter has received medical clearance to return to school.*

I affirm that my son/daughter's temperature will be screened before entering school property. I also understand that if **my son/daughter's temperature reads at 100.0 degrees or greater, he/she will be sent home**. My son/daughter will not be permitted to re-enter school buildings, classrooms, or other school property until he/she has been medically cleared to return to school.

I affirm that if my son/daughter rides the bus to school, his/her temperature will be screened before boarding the bus. **I also understand that if my son/daughter's temperature reads at 100.0 degrees or greater, he/she will not be permitted to board the bus.**

Date: \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's School: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

Parent Name(Print): \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

EQUAL OPPORTUNITY EMPLOYER  
Telephone: (830) 778-4000

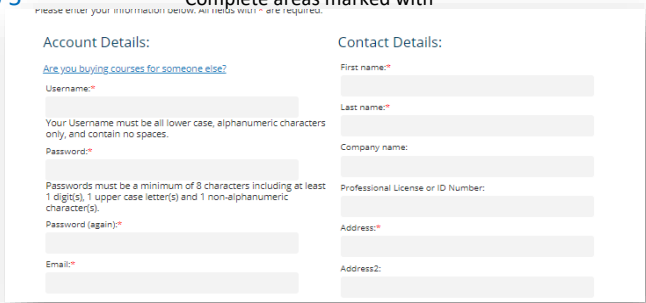
# Special Considerations for Infection Control During COVID-19

**Step 1** Open the following link using Google Chrome (**not compatible with Explorer**)  
<https://agrillifelearn.tamu.edu/product?catalog=COFS-256>

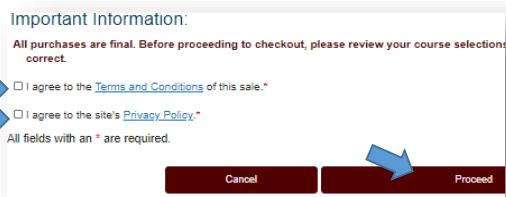
**Step 2** Click "Enroll Now" 

**Step 3** Click "Proceed" 

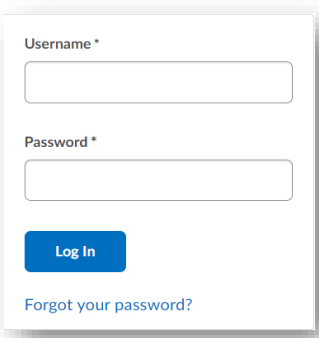
**Step 4** Select "Register" 

**Step 5** Complete areas marked with \* 


**Step 6** Accept Terms and Conditions and Click Register 


**Step 7** Accept Terms and Proceed 

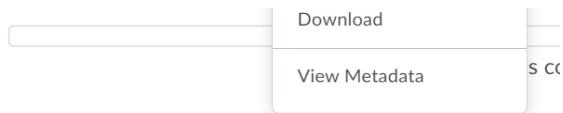
**Step 8** Click "My Account" and Select "My Courses" 


**Step 9** Login with username and password created on Step 5 

**Step 10** Click on the course 

**Step 11** Select "View Topic" for "Video: First Lady of Texas" 

**Step 12** After video has ended click arrow to continue 



Video: First Lady of Texas 

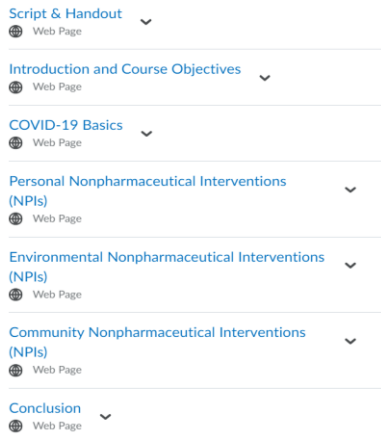
Step 14

After video has ended click arrow to continue



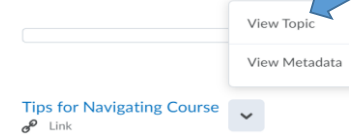
Step 16

Complete Remaining Courses



Step 13

Complete Tips for Navigating Course



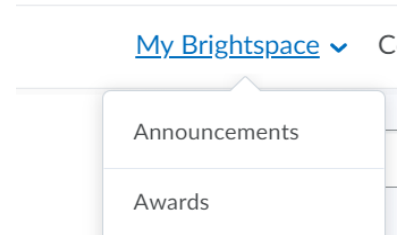
Step 15

Complete Pre-Test & Submit  
Click "Start Quiz" to begin Attempt 1.



Step 17

Select "My Brightspace" & "Awards" to generate certificate



Step 18

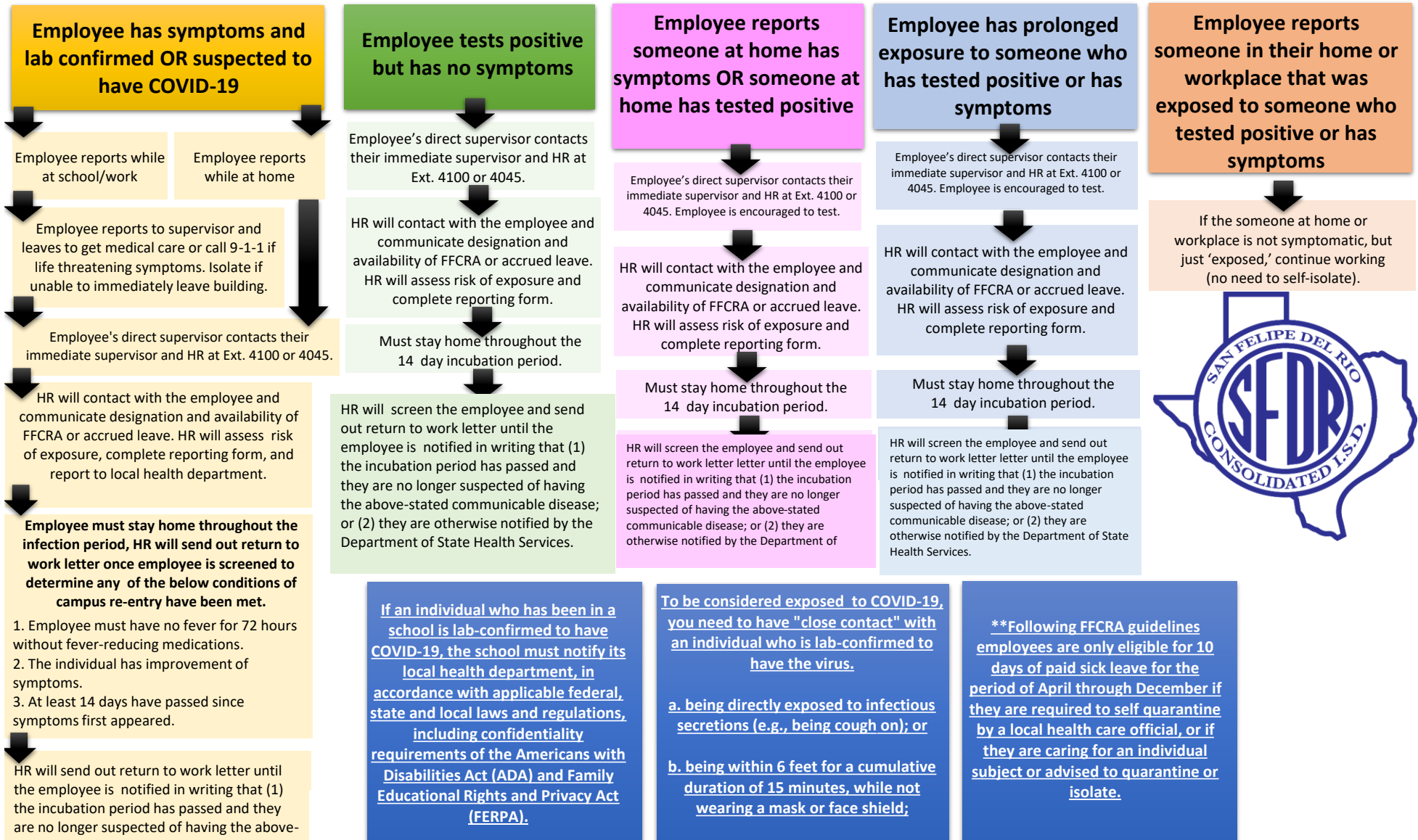
Click on your certificate and select "generate"

Step 19

Forward Certificate to Campus/Department Secretary

# Employee/Workplace Process Map for COVID-19

As a reminder COVID-19 Testing is covered by AETNA, the district health plan.



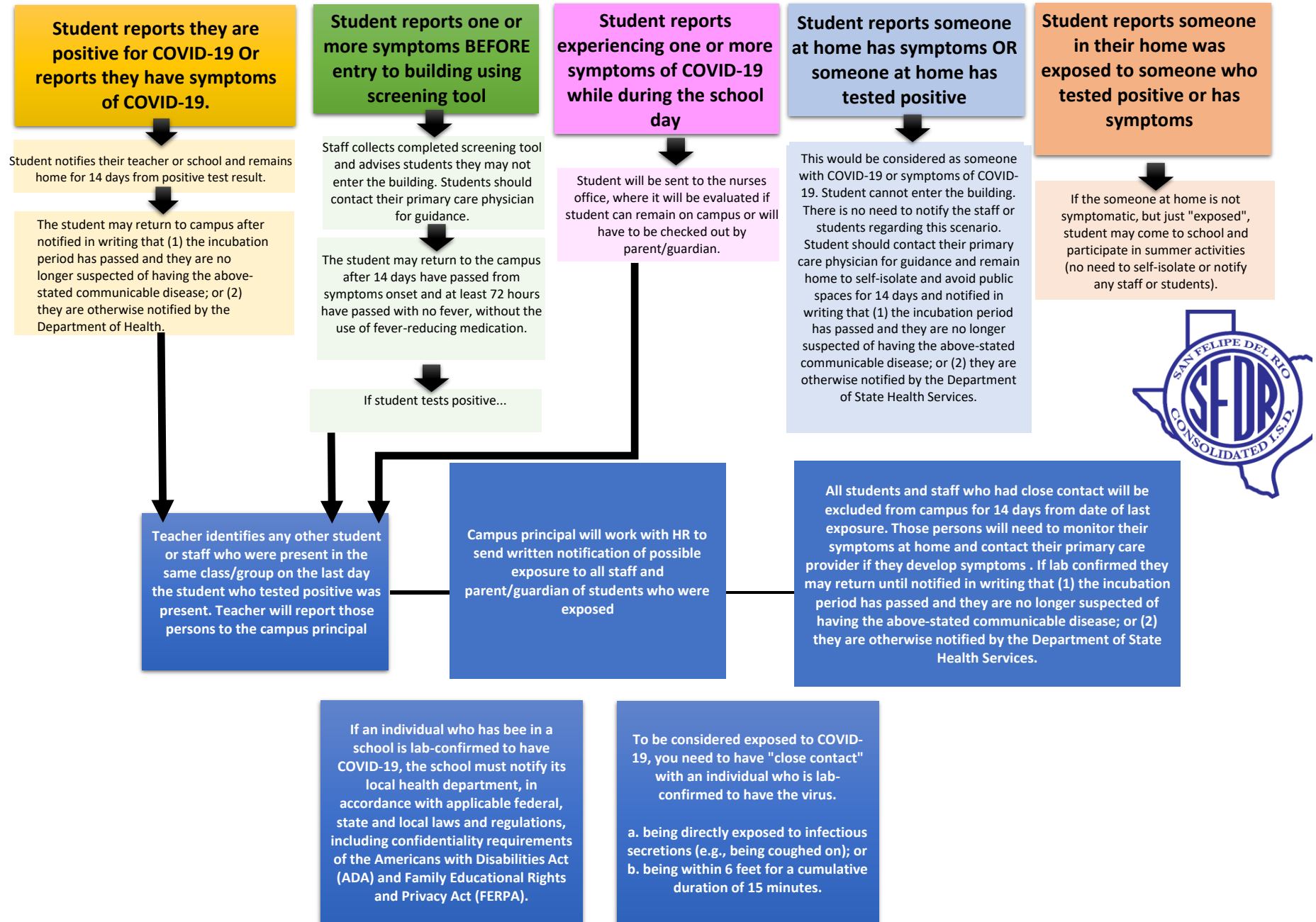
If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family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

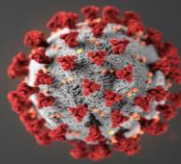
To be considered exposed to COVID-19, you need to have "close contact" with an individual who is lab-confirmed to have the virus.

- a. being directly exposed to infectious secretions (e.g., being cough on);
- b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

**\*\*Following FFCRA guidelines employees are only eligible for 10 days of paid sick leave for the period of April through December if they are required to self quarantine by a local health care official, or if they are caring for an individual subject or advised to quarantine or isolate.**

# Student Process Map for COVID-19





### COVID-19 Release From Isolation and Return-to-School Guidance

When can a confirmed or suspected COVID-19 case return to school?  
Under guidance of a medical professional, the following strategies may be used:

#### Symptom-Based Strategy

Patients With Symptoms

At least **10 days+** have passed since onset of first symptoms

Improvement in symptoms

At least **24 hours** since last fever\*

#### Time-Based Strategy

Patients With No Symptoms

At least **10 days** have passed from collection date of first positive test

No Symptoms have developed since the first positive test

#### Test-Based Strategy

Critically ill or severely immunocompromised patients

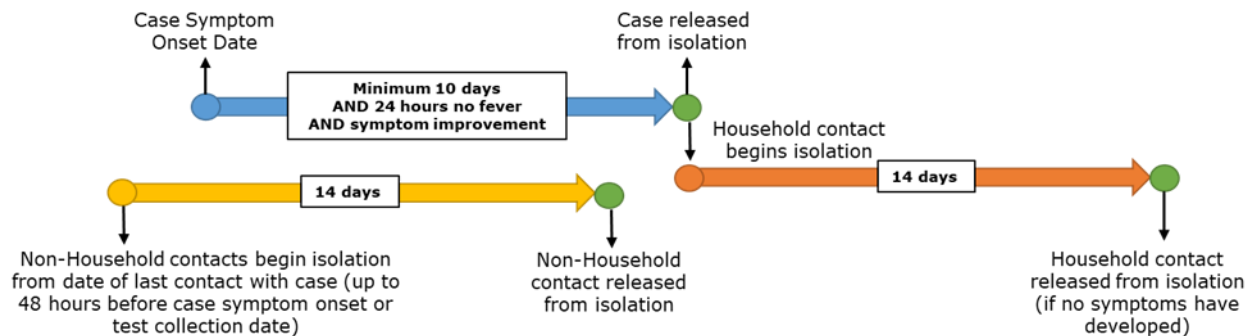
Two negative PCR test results collected **≥ 24 hours** apart

Improvement in symptoms

Resolution of fever\*

†For patients with severe illness, duration of isolation for up to **20 days** may be warranted  
\*Without the Use of Fever-Reducing Medications

#### When can an individual exposed to a positive case return to school?



#### Useful References:

[CDC Guidance for Schools & Childcare Programs](#)  
[TEA Public Health Guidance](#)

[CDC Guidance for Disposition of Home Isolation Patients](#)  
[CDC Toolkits for K-12 Schools](#)

#### Strategy Differences

##### Test-Based Strategy

Only recommended for:

- Severely Immunocompromised persons

##### Symptom and/or Time-Based Strategy

Consider for:

- Persons not meeting criteria for test-based strategy
- Suspected COVID-19 cases that are never tested
- Note: For persons with severe illness, duration of isolation for up to **20 days** may be warranted

#### Release from Isolation of Case Contacts

##### Household Contacts

- Must be Quarantined for **14 days** after positive case is released from isolation

##### Non-Household Contacts

- Must be Quarantined for **14 days** from the date of last contact with the case (identified as contact with case up to 48 hours before case symptom onset or test collection date).

#### Considerations for Schools

When reporting a known or suspected case, remember to collect the following information:

- Patient Name
- Patient Date of Birth
- Patient Address
- Parent/Guardian Contact Information
- Where patient was tested (hospital, doctor office, etc)
- Date the test was collected
- Date symptoms started, if known
- Last date at school

#### Identification of close contacts & exposures

Close contact is defined as:

- Direct exposure to infectious secretions (e.g., being coughed on) from a sick case;
- Being within 6 feet of a sick case for  $\geq 15$  minutes



# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

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

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)





# FFCRA Leave Administration Flowchart

**Color Key**  
**Orange** = Employee obligations  
**Green** = Employer obligations

**Administrative Decisions for FFCRA Leave**

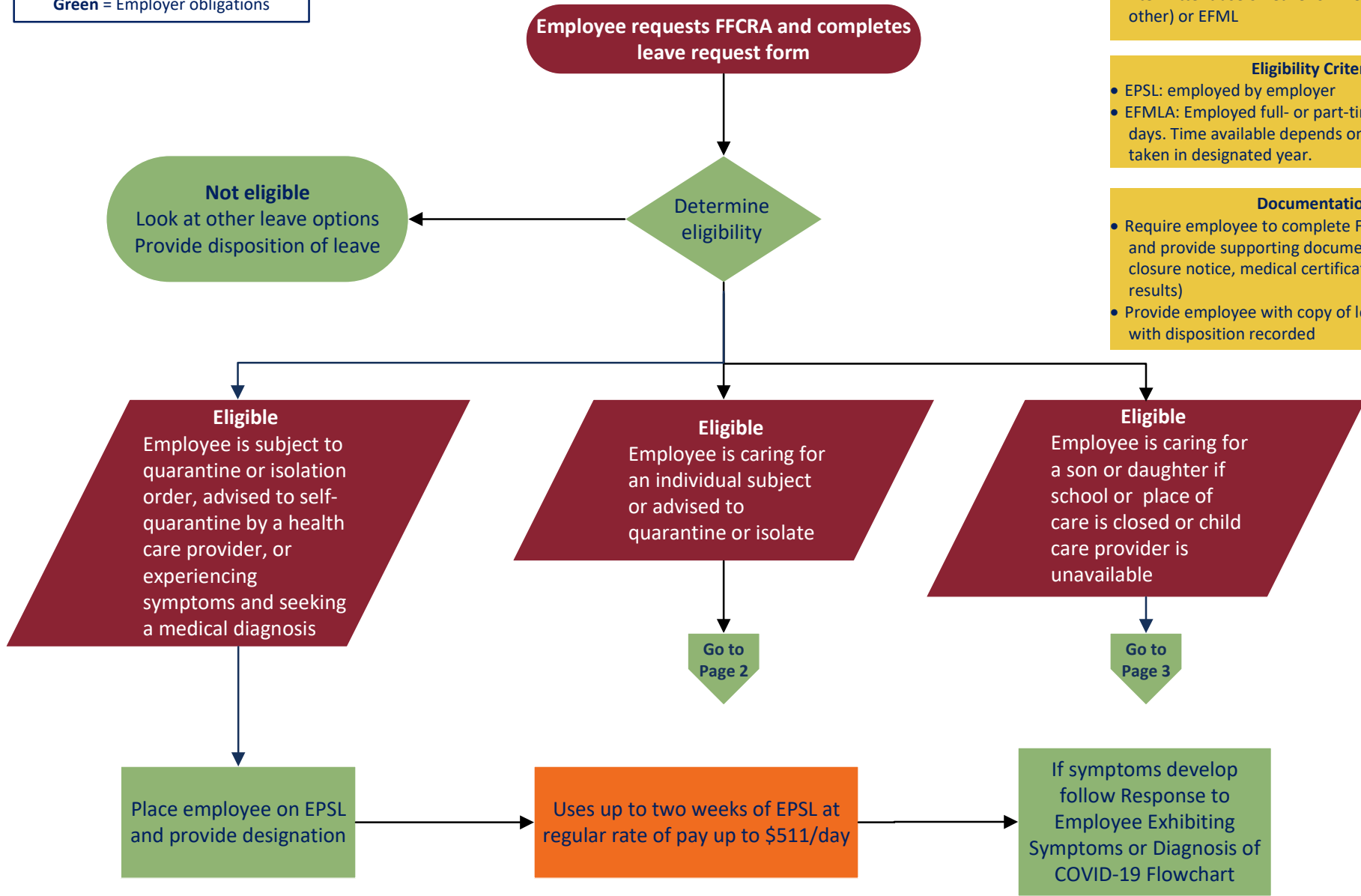
- Use of accrued leave concurrently with EFML
- Allow paid use of leave to supplement EPSL
- Intermittent use of leave for EPSL (care for child or other) or EFML

**Eligibility Criteria**

- EPSL: employed by employer
- EFMLA: Employed full- or part-time for 30 calendar days. Time available depends on amount of FMLA taken in designated year.

**Documentation**

- Require employee to complete FFCRA request form and provide supporting documentation (e.g., closure notice, medical certification, COVID-19 test results)
- Provide employee with copy of leave request form with disposition recorded



## FFCRA Leave Eligibility Flowchart (continued)

Page 2

Employee is caring for an individual subject or advised to quarantine or isolate

Place employee on EPSL and provide designation

Uses up to two weeks of EPSL at 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding supplementing EPSL or intermittent use of leave)

Returns to work when EPSL is exhausted or applies for other leave

### Definition of Individual

- Immediate family member, someone who regularly reside in the employee's home, or someone whose relationship creates an expectation of care.

# FFCRA Leave Eligibility Flowchart (continued)

Page 3

Employee is caring for a son or daughter if school or place of care is closed or childcare provider is unavailable

Place employee on EPSL and EFML and provide designation

Uses EPSL (2 weeks) and EFML (10 weeks) and receives 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding concurrent use of leave, supplementing EPSL, and intermittent use of leave)

Returns to work when EPSL and EFML are exhausted or applies for other leave

### Definition of Son or Daughter

- Employee's son or daughter (biological, adopted, or foster child, a stepchild, a legal ward, or a child whom the employee stands in loco parentis)

### Leave Examples not Applicable to EFML

- School is closed during intercession
- Child is ill



# GUIDANCE ON INTERPRETING COVID-19 TEST RESULTS

	RESULT	INTERPRETATION	RECOMMENDED ACTION
<b>VIRAL TESTING†</b>  (testing for current infection)	<b>Positive</b>	<i>Most likely*</i> you <b>DO</b> <u>currently</u> have an active COVID-19 infection and can give the virus to others.	<u>Stay home*</u> and <u>follow CDC guidance</u> on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Negative</b>	<i>Most likely*</i> you <b>DO NOT</b> <u>currently</u> have an active COVID-19 infection.	If you have symptoms, you should keep monitoring symptoms and seek medical advice about staying home and if you need to get tested again.  If you don't have symptoms, you should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>
<b>ANTIBODY TESTING‡</b>  (testing for past infection with the virus)	<b>Positive:</b>	You <i>likely*</i> have <b>HAD</b> a COVID-19 infection.	You may be protected from re-infection (have immunity), but this cannot be said with certainty. Scientists are conducting studies now to provide more information. <u>Take steps to protect yourself and others.</u>
	<b>Negative</b>	You <i>likely*</i> <b>NEVER HAD</b> (or have not yet developed antibodies to) COVID-19 infection.	You could still get COVID-19. <u>Take steps to protect yourself and others.</u>
<b>BOTH</b>  (antibody and viral testing)	<b>Viral Positive, Antibody Positive:</b>	<i>Most likely*</i> you <b>DO</b> <u>currently</u> have an active COVID-19 infection and can give the virus to others.	<u>Stay home*</u> and <u>follow CDC guidance</u> on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Viral Positive, Antibody Negative</b>	<i>Most likely*</i> you <b>DO</b> <u>currently</u> have an active COVID-19 infection and can give the virus to others.	<u>Stay home*</u> and <u>follow CDC guidance</u> on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	<b>Viral Negative, Antibody Positive</b>	You <i>likely*</i> have <b>HAD</b> and <b>RECOVERED FROM</b> a COVID-19 infection.	You may be protected from re-infection (have immunity), but this cannot be said with certainty. Scientists are conducting studies now to provide more information. You should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>
	<b>Viral Negative, Antibody Negative</b>	You <i>likely*</i> have <b>NEVER HAD</b> a COVID-19 infection.	You could still get COVID-19. You should get tested again only if your medical provider and/or workplace tells you to. <u>Take steps to protect yourself and others.</u>

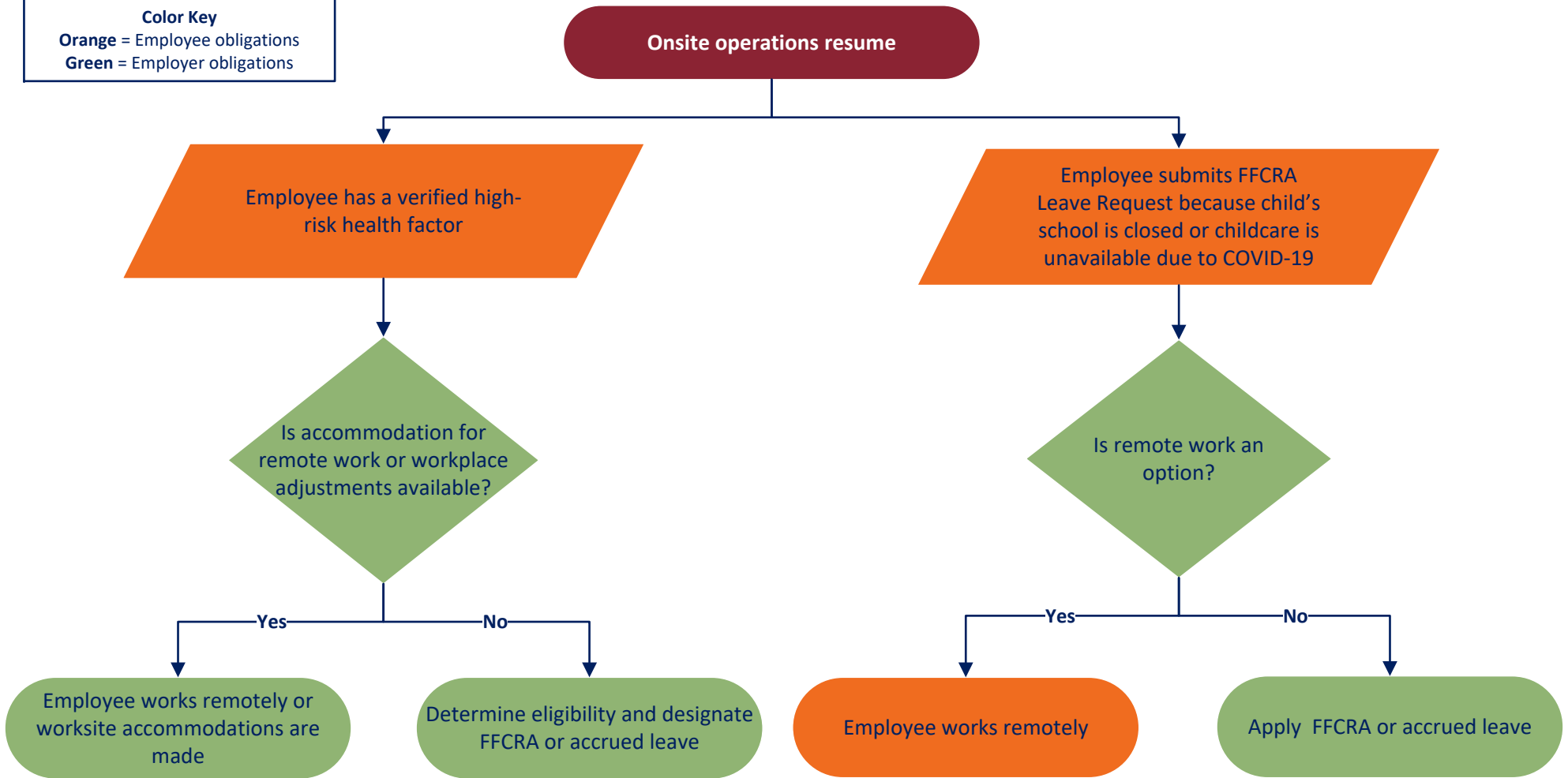
*\*No test is ever perfect. All tests occasionally result in false positive results (the test result should be negative because you DO NOT have COVID-19 but comes back positive) or false negative results (the test result should be positive because you DO have COVID-19, but comes back negative). Sometimes the results are not definitive (the result is unclear, and you don't know if it is positive or negative). For this and other reasons, results should always be reviewed by a healthcare professional.*

*†Viral tests are typically performed on respiratory specimens such as nasal swabs or throat swabs. They test for the presence of the virus, usually by testing for the virus's RNA or sometimes by testing for the virus's proteins ("antigen testing"). Antigen testing may be less sensitive than tests for the virus's RNA. If your antigen test is negative, please ask your healthcare provider if additional testing with an RNA test is needed and how long you should stay home.*

*‡Antibody testing, also called "serologic testing" or "serology", is typically performed on a blood sample. Ideally, the results show whether you have ever been infected with the virus in the past or may be currently infected. Antibody tests check for antibodies that appear in the blood between about one and three weeks after symptom onset and may remain as long as a lifetime. Antibody tests may be positive while a person is infected. It is not yet known whether these antibodies protect against reinfection with the COVID-19 virus. For many other similar viruses, antibodies are protective for years or longer, but we do not yet have adequate data to know for COVID-19.*

# Determining Work Arrangements Flowchart

**Color Key**  
Orange = Employee obligations  
Green = Employer obligations



- Workplace adjustments**
- Vary work schedule
  - Isolate workstation or provide protective barrier
  - Provide personal protective equipment
  - Change assignment

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Consolidated Independent School District



Alternate Work Arrangement Form

Employee Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Position: \_\_\_\_\_ Campus/Dept.: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Responsibilities

I understand that I am requesting to work remotely from home due to one of the following reasons below. I also understand that a committee will review my request and will determine if I qualify to work from home. Furthermore, I understand that in order for my request to be considered, I must hold a position whose duties and responsibilities can be fulfilled by working remotely from home.

I am requesting to be considered for approval to work remotely from home due to the following: (Please check one and answer the questions below the reason you select and/or attach the required documents.)

1. I am subject to a federal, state, or local quarantine or isolation order related to COVID-19. (Please attach an official copy of the order related to COVID-19. If an order is not attached to this request, the request will not be considered.)

2. I have been advised by a health care provider to self-quarantine for reasons related to COVID-19. (Please attach a copy of the physician's note/certification stating the reason why you must self-quarantine. If a physician's note/certification is not attached to this request, the request will not be considered.)

3. I am experiencing COVID-19 symptoms and am seeking a medical diagnosis. When did the symptoms begin? Please explain below and attach official supporting documentation related to the condition that you are experiencing:

4. I am caring for an immediate family member who is subject to an order described in (1) or self-quarantine as described in (2). (Please attach an official copy of the order or physician note/certification as stated in 1 and 2 above.)

5. I am caring for my own child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons. Which is the school or place of care for your child(ren) that is closed? (Please attach proof that the school or place of care is closed.) The District has partnered with local day cares who are able to provide care for your child(ren) at affordable and competitive prices. Is there any reason why you will not be willing to use one of these partners to care for your child(ren)? Please state all reasons and details.

(Please note that you will be required to submit supporting documentation for the reason(s) stated above prior to the committee reviewing your request.)

6. I am experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury. (Please explain below and attach official supporting documentation related to the condition that you are experiencing.)

7. Employee is unable to return to work due to a temporary compensable work-related injury, or the employee is unable to work due to a confirmed pre-existing health condition that would place the employee at a high risk of becoming seriously ill if he/she returns to the assigned work setting. Please explain below and attach official supporting documentation from the doctor.

## Required Expectations

- All job responsibilities and conditions of employment apply as if the employee were working at the designated primary worksite.
- Employees will comply with District's policy and procedures that would be in effect as if the employee were working at the designated primary worksite.
- Employees must notify their supervisor immediately of any situation that interferes with their ability to perform their job duties as expected during normal working hours.
- Work developed or produced during remote work away from the primary worksite remains the property of the District.
- Employees must certify that the remote work environment is safe and the same safety habits that are used at a District site will be practiced when working remotely.
- Failure to follow policies, procedures, and practices may result in this request being denied immediately and disciplinary action may be taken.
- Employees are required to complete and submit "Remote Work Activity Log" sheets weekly to immediate supervisor as well as "Special Work Accommodation Time-sheet".

Please make a copy of this form for your records before submitting it to the Department of Human Resources.

## Employee Acknowledgement

I attest that the information provided above is true and correct. I also understand that if my request is approved, I am subject to reassignment from my current work site in the best interest of the District to fulfill the needs of the campus/departments according to Policy DK (Local). I agree that it is my responsibility to email this form and any attachments required to agree that it is my responsibility to email this form and any attachments required to Laura English at [laura.english@sfd-r-cisd.org](mailto:laura.english@sfd-r-cisd.org) or Aide G. Garcia at [Aidee.Garcia@sfd-r-cisd.org](mailto:Aidee.Garcia@sfd-r-cisd.org) or fax it to (830)778-4925.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## For Office Use Only

**Employee Benefits Coordinator** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

San Felipe Del Rio Consolidated Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding San Felipe Del Rio Consolidated Independent School District's policy of nondiscrimination, contact the Sandra Hernandez at (830) 778-4073, PO Drawer 428008, Del Rio, TX 78842.

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*Consolidated Independent School District*



P.O. DRAWER 428002

DEL RIO, TEXAS 78842

**Alternate Work Arrangement Supervisor Acknowledgement Form**

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Position \_\_\_\_\_ Department/campus \_\_\_\_\_

Supervisor \_\_\_\_\_ Date of Request \_\_\_\_\_

An alternative work arrangement (i.e., working remotely and/or schedule change) may not be suitable for all positions or individuals. This tool is to be completed by the supervisor and will be used to determine if an alternative work arrangement is a viable option. An alternative work arrangement is a privilege, not a right. The final decision to approve a request will be based on the district's needs, employee's performance, and supervisor input. Any alternative work arrangement must be approved by Human Resources.

Proposed alternative work arrangement:  Remote work  Flexible schedule arrangement

Describe the reason for the request:

**Remote Work Request**

Remote Work Location: <input type="checkbox"/> Employee's residence <input type="checkbox"/> Other: _____
Address:
Contact Phone Number:
Description of off-site work area:
Identify district-issued technology needed to work remotely (e.g., computer, peripherals, phone, remote-access capability):
Describe how communication with customers, staff, and supervisor will be coordinated or accomplished (e.g., email, voicemail, video conferencing):



<b>Position's characteristics</b>	<b>Yes</b>	<b>No</b>	<b>Solution (If you answered yes, identify how this will be achieved with the alternative work arrangement)</b>
Core responsibilities require ongoing access to equipment, materials, and files that can only be accessed onsite			
Core responsibilities require extensive in-person contact with supervisors, other employees, or the public			
Core responsibilities require in-person meetings or performing work onsite			
Security issues require core responsibilities be conducted onsite			
Position is reliant on computer technology to accomplish core responsibilities			
<b>Employee's characteristics</b>	<b>Yes</b>	<b>No</b>	<b>Solution (If you answered yes, identify how this will be achieved with the alternative work arrangement)</b>
Employee needs impromptu in-person collaboration with co-workers			
Employee requires in-person supervision/direction			
Employee lacks strong time management/organization skills			
Employee is not highly disciplined and self-motivated regarding work			
Employee is new to the position and needs direction or still has a lot of questions			

### **Flexible Schedule Request**

Identify proposed schedule:
-----------------------------

<b>Position's characteristics</b>	<b>Yes</b>	<b>No</b>	<b>Solution (If you answered yes, identify how this will be achieved with the alternative work arrangement)</b>
The position requires face-to-face interaction with other staff, parents, community			
Job tasks require the employee to be available during regular business hours			
Proposed schedule could negatively affect coworkers			
Proposed schedule could negatively affect the department's productivity?			
Proposed schedule could negatively affect customer service			
Proposed schedule could negatively affect the employee's communication with either the supervisor or coworkers			
Proposed schedule could affect the performance of job responsibilities or tasks			
Proposed schedule could make it more difficult for the supervisor to monitor the employee and their work			

**Supervisor Recommendation:**

- A current job description is attached.
- The position/employee is suitable for an alternative work arrangement.
- After reviewing the needs of the department and district, the request cannot be approved.

Comments:

**Acknowledgements**

This request has been discussed with me by my supervisor.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

**Human Resources Response**

- Request for alternative work arrangement is approved.
- Job description has been updated to include remote work criteria (attached).
- Request is denied.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# San Felipe Del Rio CISD



## Staff Children at Work Guidelines

1. Campus employees are allowed to bring their school-aged children to work with them if they are from the **same household** and are enrolled as **SFDR-CISD students**. This applies to the timeline the district designates an online only instruction for the district.
2. Children must be supervised at **all times** by their parent. Staff can only supervise their own child, no congregating between children in any other areas of the campus.
3. If teacher chooses to bring their child to school, it is with the understanding that child may **NOT** interfere with daily required responsibilities. Some responsibilities included, but not limited to are:
  - Planning sessions
  - Professional Development
  - Staff Meeting
  - ARDs, 504 or any other confidential meetings
  - INSTRUCTION throughout the day
  - If any of the above required responsibilities are compromised, staff member will have three days to find alternate childcare.
4. Children will need to wear a mask at all times in the building other than when in the classroom/isolated area with their parent.
5. Children should bring their own instructional and personal material such as a water bottle, school-assigned learning device, headphones, etc.
6. Child's parent will be required to screen and take their child's temperature before entering the school and record it on the required district form.
7. Children will also be required to practice good hygiene and wash their hands or use hand sanitizer once arriving on the campus and throughout the day.

**IMPORTANT:** \*The decision to bring children on-site must be made in conjunction with the staff member and campus principal. This decision will be based on the staff member's workspace/area and availability throughout the day to supervise their children.

### Health and Hygiene Practices:

1. Teachers, staff, and children of staff will use hand-sanitizer and/or wash their hands once arriving on campus and throughout the school day.
  - Hand-sanitizer will be made available by campus leadership at campus entry points.
2. Teachers, staff, and children of staff will wear a face mask once they arrive on school property and while entering the campus.
  - For the purposes of this document, masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
  - Once teachers and teacher's children are in their classroom and working alone, their face covering may be removed.
  - Staff in the front office area or working in other areas of the campus will keep their face covering on at all times.

### Wear your Face Covering Correctly:

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

**SAN FELIPE DEL RIO**  
*Consolidated Independent School District*



**P.O. DRAWER 428002**

**DEL RIO, TEXAS 78842**

**LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT  
FOR PERMITTING CHILDREN AT WORK DURING COVID-19**

Using strict adherence to state and health-safety guidelines and recommendations promulgated by the Centers for Disease Control (CDC), school district employees may be permitted to bring their school-aged children to work upon request, and under the conditions established by the SFDRCSID Children at Work Guidelines.

I represent and warrant that I am voluntarily signing this document in consideration of the guidelines and conditions which permit me to bring my school-aged children living in my household to work with me. I am fully aware of the risks and responsibilities that come with this request. I understand that the option to have my child(ren) accompany me to work is strictly voluntary, is at my and my children's own risk, and that the School District is not responsible in any manner for my child's loss of instruction during the time my child(ren) are accompanying me to work, is not responsible for my children's personal injury or property damage. I further understand that I am solely responsible for ensuring my child(ren) participate in the required instruction during their appointed time while my child(ren) are at work with me, and that I am solely responsible for any personal injury or property damage caused by me or my children during this time. I further acknowledge that the District retains the right to terminate the conditions of this agreement if the employee fails to adhere to the SFDRCSID Children at Work Guidelines, or when the District resumes normal operations.

Therefore, in consideration of the conditions established by the SFDRCSID Children at Work Guidelines, I do hereby agree to indemnify and hold harmless and do hereby release, acquit, and forever discharge the School District and all of its officers, employees, agents and assigns, and all other persons or companies from any and all claims, actions, or causes of action which I or my children now have, or which may hereafter accrue, whether for loss of learning, personal injury or property damage, whether known or unknown, arising out of or in any way resulting from my election to have my child(ren) accompany me to work.

Employee Name (Print): \_\_\_\_\_

Campus or Dept. \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature \_\_\_\_\_

Date: \_\_\_\_\_

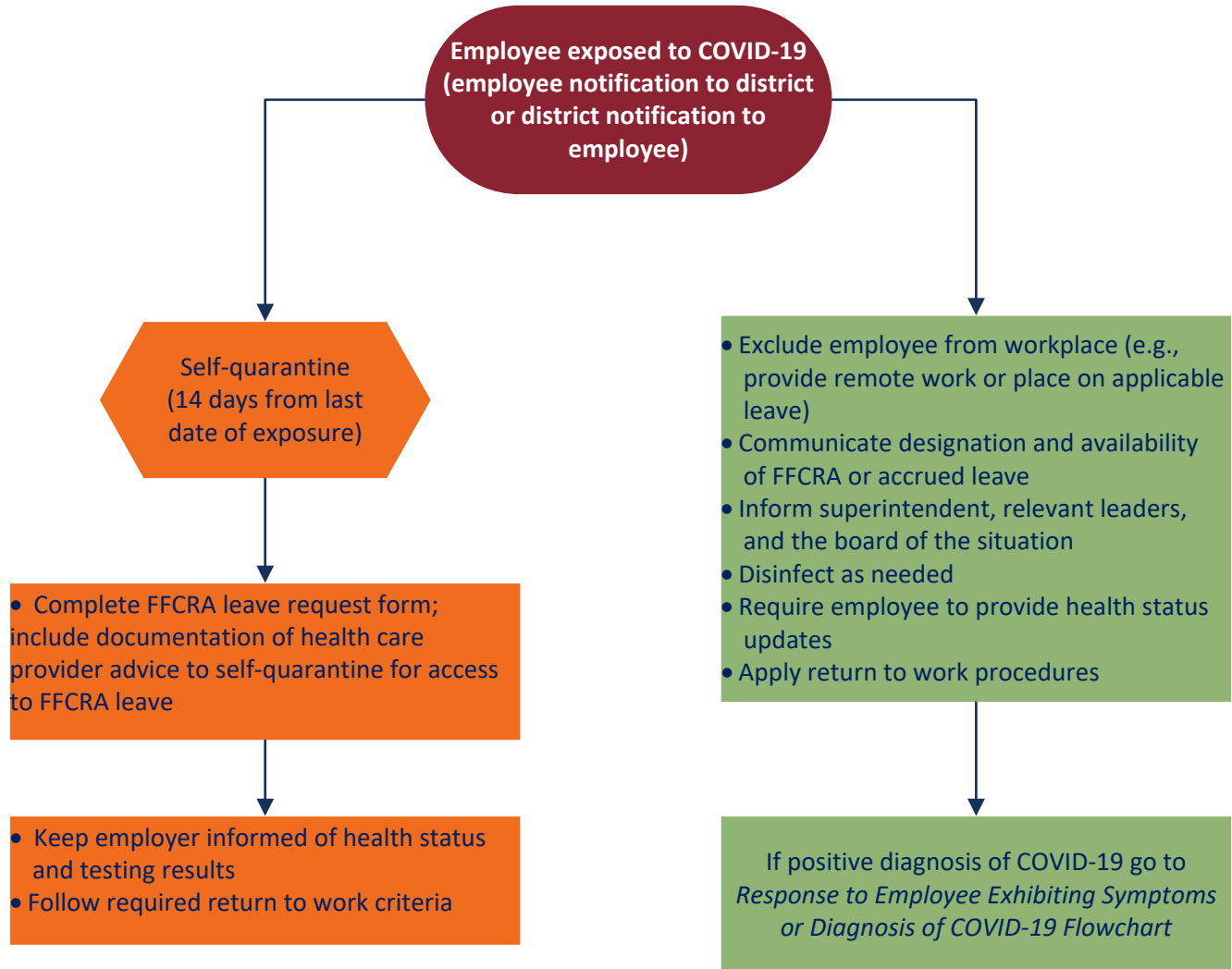
# Response to Employee Exposure to COVID-19 Flowchart

**Color Key**  
**Orange** = Employee obligations  
**Green** = Employer obligations

**Criteria to Return to Work**  
 (Employee should work directly with HR)

- End of quarantine period
- Fever free without medication for three days
- Improved respiratory symptoms for 3 days
- 3 days after onset of symptoms
- Non-COVID-19 diagnosis with doctor's release

Per Local Health Authorities must be notified in writing that (1) the incubation period has passed and you are no longer suspected of having the above-stated communicable disease; or (2) you are otherwise notified by the Department of State Health Services.



# Response to Employee Exhibiting Symptoms or Diagnosis of COVID-19 Flowchart

**Color Key**  
 Orange = Employee obligations  
 Green = Employer obligations  
 Blue = Facilities response

**COVID-19 Symptoms**

- Fever (>100.0)
- Coughing, shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Gastrointestinal symptoms (nausea, vomiting, diarrhea)

**Disinfecting Protocol**

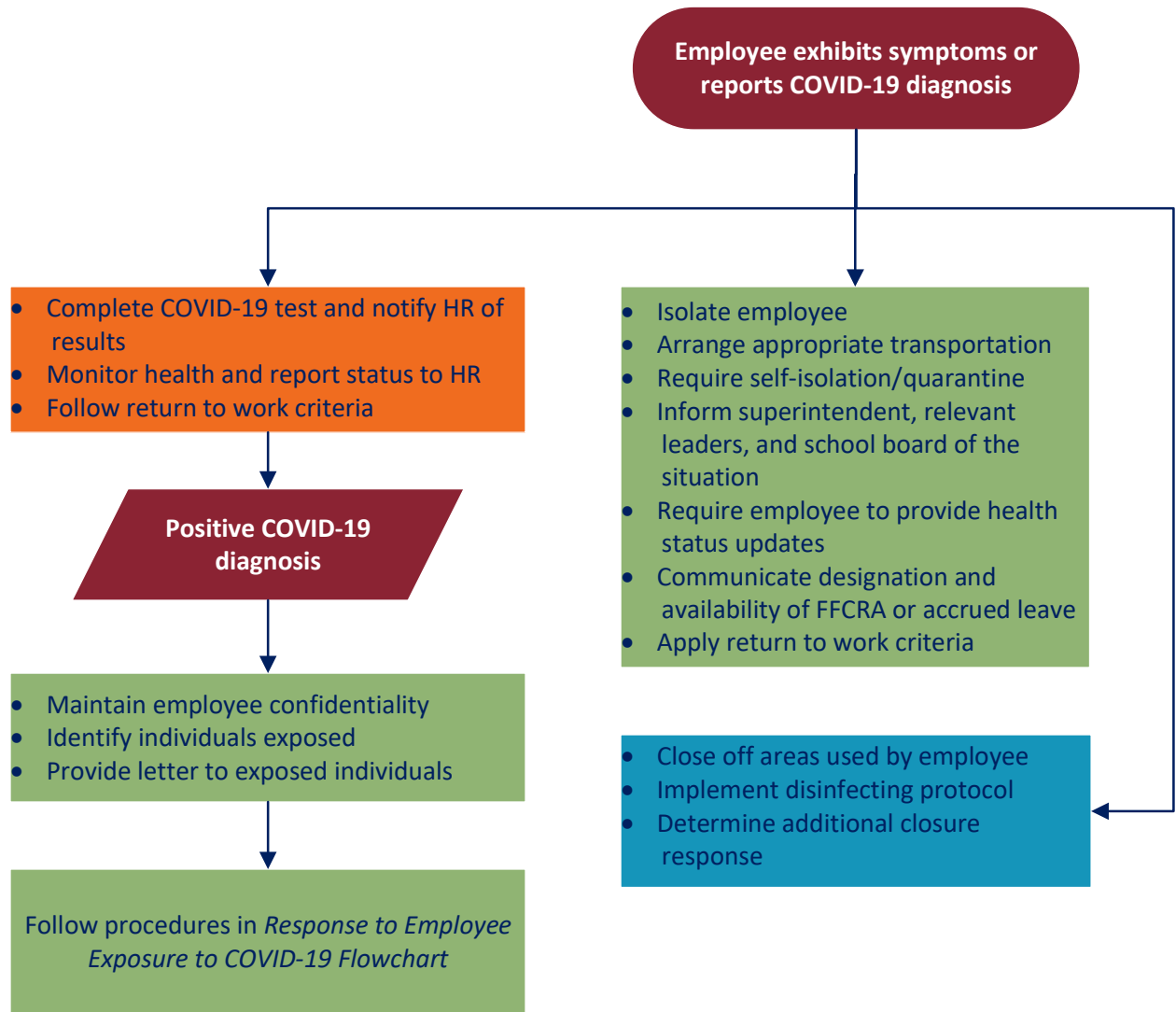
- Wait 24 hours to clean and disinfect or as long as possible
- Ensure safe and correct application of disinfectants
- Keep disinfectants away from children
- Provide training on disinfecting procedures

**Exposure Identification Process**

- Determine last date employee was physically present and time the employee was within six feet or less of another individual
- Keep the identity of the individual confidential to the extent practical
- Identify names of individuals who may have had contact at that time or within 14 days
- Confirm all areas that may have been exposed within the past 72 hours

**Return to Work Criteria**  
 (Employee should work directly with HR)

- End of isolation period
- Fever free without medication for three days
- Improved respiratory symptoms for 3 days
- 14 days after onset of symptoms
- Non-COVID-19 diagnosis with doctor's release



Due to local health authorities, in order to return to work an employee must be notified in writing that (1) the incubation period has passed and you are no longer suspected of having the above-stated communicable disease; or (2) you are otherwise notified by the Department of State Health Services.

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The following checklist will be used to guide HR's response when notified an employee has been exposed to or diagnosed with COVID-19.

- Instruct all employees to immediately contact human resources (HR) by phone or email if exposed to or diagnosed with COVID-19.
- Direct supervisors to immediately notify HR if an employee reports a diagnosis of or exposure to COVID-19.
- Provide employee the following information:
  - Available leave benefits including emergency paid sick leave (EPSL), expanded family and medical leave (EFML), and state/local personal and sick leave
- HR's responsibility for notifying individuals identified as at-risk for potential risk
- Process for updating personal contact information and emergency contact information
- Requirement to provide fitness for duty before returning to work
- Inform the superintendent and other relevant district leaders, including the board, of the situation. Maintain the employee's confidentiality whenever possible and remind others of the need to keep personal and medical information confidential.
- Work with the supervisor and employee to determine the last date the employee was physically present in any district facility.
- Work with facilities staff to sanitize all areas the employee was in within 72 hours from the time exposed.
- Determine the date and time the employee was in physical proximity (six feet or less) of any employees, students, or the community.
- Identify dates and names of individuals (e.g., employees, students, parents, community members) the employee may have had contact with or been within six feet or less during the last 14 days.
- Contact employees who were identified as having exposure risk by phone and then by follow up mail or email and send out letter to campus staff and parents.
- Contact each supervisor that may have had the employee in their work area within the past 72 hours to determine exposure risk and create a clean-up/disinfectant plan (e.g., principal, athletics, fine arts, technology, custodial, maintenance, food service, transportation).
- Monitor the situation closely and keep the superintendent updated

EQUAL OPPORTUNITY EMPLOYER

Telephone: (830) 778-4000

# What You Can do if You are at Higher Risk of Severe Illness from COVID-19

## Are You at Higher Risk for Severe Illness?



Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

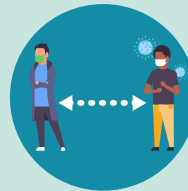
## Here's What You Can do to Help Protect Yourself



**Stay home** if possible.



**Wash your hands** often.



**Avoid close contact** and stay at least 6 feet (about 2 arms' length) from other people.



**Clean and disinfect** frequently touched surfaces.



**Cover your mouth and nose** with a cloth face cover when around others.



**Cover coughs and sneezes.**

Call your healthcare provider if you are sick.

For more information on steps you can take to protect yourself, see CDC's webpage on [How to Protect Yourself](#)



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)





During these uncertain times,  
We are still **here** for you.

We understand that many of you are facing new challenges in light of the COVID-19 pandemic. Your Employee Assistance Program (EAP) is here to support you 24/7/365. Call or logon to receive confidential assistance around whatever challenges come your way.

- Coping with COVID-19 in the workplace and at home
- Talking to my children about COVID-19
- Coping with stress and anxiety around the pandemic and social distancing
- Coping with anxiety around return to work/school decisions
- Adjusting to the new norm
- Stress management techniques
- Child care/elder care concerns during the pandemic

Helpline: (866) 327-2400

Email: [eap@deeroaks.com](mailto:eap@deeroaks.com)

Web: [www.deeroakseap.com](http://www.deeroakseap.com)



DEER OAKS EAP SERVICES

# Discover Your EAP + Work-Life Benefit

## Employee Assistance Program

The Deer Oaks Employee Assistance Program (EAP) is a free service provided for you, your dependents, and household members by your employer. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work and life issues in order to live happier, healthier, more balanced lives. From stress, addiction, and change management, to locating child care facilities, legal assistance, and financial challenges, our qualified professionals are here to help. These services are completely confidential and can be easily accessed 24/7, offering you around-the-clock assistance for all of life's challenges.

- ✔ **Program Access:** You may access the EAP by calling the toll-free Helpline number, using our iConnectYou App, or instant messaging with a work-life consultant through our online instant messaging system.
- ✔ **Telephonic Assessments & Support:** In-the-moment telephonic support and crisis intervention are available 24/7 along with intake and clinical assessments.
- ✔ **Short-term Counseling:** Counseling sessions with a qualified counselor to assist with issues such as stress, anxiety, grief, marital/family challenges, relationship issues, addiction, etc. Counseling is available via structured telephonic sessions, video, and in-person at local provider offices.
- ✔ **Referrals & Community Resources:** Our team provides referrals to local community resources, member health plans, support groups, legal resources, and child/elder care/daily living resources.
- ✔ **Advantage Legal Assist:** Free 30 minute telephonic or in-person consultation with a plan attorney; 25% discount on hourly attorney fees if representation is required; unlimited online access to a wealth of educational legal resources, links, tools and forms; and interactive online Simple Will preparation.
- ✔ **Advantage Financial Assist:** Unlimited telephonic consultation with an Accredited Financial Counselor qualified to advise on a range of financial issues such as bankruptcy prevention, debt reduction and financial planning; supporting educational materials available; unlimited online access to a wealth of educational financial resources, links, tools and forms (i.e. tax guides, financial calculators, etc.).
- ✔ **Identity Theft Assistance:** Free telephonic consultation with an Accredited Financial Counselor; information on steps that should be taken upon discovery of identity theft; referral to full-service credit recovery agencies; free credit monitoring service.
- ✔ **Work-life Services:** Our work-life consultants are available to assist you with a wide range of daily living resources such as locating pet sitters, event planners, home repair, tutors, travel planning, and moving services. Simply call the Helpline for resource and referral information.
- ✔ **Child & Elder Care Referrals:** Our child and elder care specialists can help you with your search for licensed child and elder care facilities in your area. They will discuss your needs, provide guidance, resources, and qualified referral packets. Searchable databases and other resources are also available on the Deer Oaks member website.
- ✔ **Take the High Road Ride Reimbursement Program:** Deer Oaks reimburses members for their cab, Lyft and Uber fares in the event that they are incapacitated due to impairment by a substance or extreme emotional condition. This service is available once per year per participant, with a maximum reimbursement of \$45.00 (excludes tips). Your receipt may be submitted up to 60 days from date of service.



### CONTACT US:

Toll-Free: (866) 327-2400



Website: [www.deeroakseap.com](http://www.deeroakseap.com)

Email: [eap@deeroaks.com](mailto:eap@deeroaks.com)



*Instant Support*

## ICONNECTYOU: YOUR EAP ON THE GO



### FEATURES:

- Access your EAP at the click of a button
- Calls, instant messaging (IM), short message service (SMS), video, and articles
- Answered 24 hours a day, 365 days a year
- Members can connect with experts instantly or make arrangements for a later appointment
- Accessible by iOS and Android devices
- Browse our self-help resources with a few swipes on the phone



iConnectYou is an app that instantly connects you with professionals for instant support and help finding resources for you and your family.

To access iConnectYou, download the app from the App Store (iPhone) or Google Play (Android) and register using the iCY passcode below. For additional information, you may access your EAP's website following the details listed below.

ICONNECTYOU PASSCODE: **33785**

TOLL-FREE: **1-866-327-2400**

WEBSITE: **www.deeroakseap.com**

USERNAME/PASSWORD: **sfdrcisd**



DEER OAKS EAP SERVICES