

**ELGIN ISD**  
**Employee Handbook:**  
**COVID-19 Addendum**  
**2021-2022**

*Updated September 17, 2021*



## Introduction

The safety of our employees is a top priority for EISD and we developed this Addendum to provide employees with the protocols and new practices that have been implemented in response to the COVID-19 pandemic. Our goal is to ensure that employees feel safe and secure to effectively return to work.

We will continue to monitor best practices and guidelines provided by federal, state and local health officials for preventing COVID-19 in the workplace and update employees accordingly.

With these considerations in place, and with the goal of continuously striving to create the safest possible environment for all, the information contained within this Addendum hereby provides employees with the protocols and practices that have been implemented in response to COVID-19.

**Close Contact:** This document refers to “close contact” with an individual who is test-confirmed to have COVID-19. For clarity, close contact is defined by CDC guidance as, “Someone who has been within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes in one day). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.”

## COVID-19 INFORMATION

Based on the most recent information from the Centers for Disease Control (CDC) the following is general information about COVID-19.

**Transmission:** The virus that causes COVID-19 is thought to spread from person to person through respiratory droplets when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby and/or possibly be inhaled into their lungs. Spread of the virus is more likely when people are in close contact (within 6 feet) for an extended period. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

People are thought to be contagious up to two (2) days before symptoms begin and are most contagious when they are actively sick. It may be possible to become infected with COVID-19 by touching a surface that has the virus on it and then touching your mouth, nose, or possibly your eyes. However, this is not thought to be the primary way the virus spreads.

The [Centers for Disease Control and Prevention](#) (CDC) website provides the latest information about COVID-19 transmission. Employees should educate themselves by accessing and reading CDC guidelines.

**Persons at Higher Risk:** Based on current understanding of transmission, persons at high risk for severe illness from COVID-19 include:

- People 65 years and older;
- People who live in a nursing home or long-term care facility;
- People of all ages with the following conditions:
  - chronic lung disease
  - chronic obstructive pulmonary disease (COPD)
  - serious heart conditions
  - immunocompromised from solid organ transplant
  - severe obesity
  - Type 2 diabetes mellitus
  - chronic kidney disease undergoing dialysis
  - sickle cell disease
- People of all ages with the following conditions may be at an increased risk:
  - asthma (moderate to severe)
  - cerebrovascular disease
  - cystic fibrosis
  - hypertension or high blood pressure
  - other immunocompromised states
  - neurologic conditions
  - liver disease
  - pregnancy
  - pulmonary fibrosis
  - Smoking
  - thalassemia
  - Type 1 diabetes mellitus

Symptoms of COVID-19 Infection with COVID-19 can cause illness ranging from mild to severe, and in some cases can be fatal. Based on what is currently known, symptoms may appear 2 to 14 days after exposure to the virus. In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question: Have they recently begun experiencing any of the following in a way that is not normal for them?

*Updated 08-04-2020*

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

*Updated 08-04-2020*

In some cases, infected persons have no signs or symptoms and are referred to as asymptomatic.

## ACKNOWLEDGEMENT OF COVID-19 SAFETY PROCEDURES

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Position: \_\_\_\_\_

Department/campus: \_\_\_\_\_

I hereby acknowledge receipt of a copy of the *Employee Handbook COVID-19 Addendum 2021-22*. I agree to read and abide by the standards, policies, and procedures in the document.

Employees can access the addendum in electronic format on the EISD website. You may also contact Human Capital at [hc@elginisd.net](mailto:hc@elginisd.net) to receive a hard copy.

In addition, I agree to observe the following safety practices to help protect myself and others and to mitigate the spread of COVID-19 in the workplace:

- Avoid close contact and maintain 6 feet distance between others
- Wear a mask or a face shield in district facilities and when around others (*As long as the District mask mandate is in effect.*)
- Wash my hands often and use hand sanitizer
- Avoid touching eyes, nose, and mouth
- Cover coughs and sneezes and discard used tissues
- Clean and disinfect assigned areas as directed
- Refrain from congregating when social distancing is not possible (e.g., lounge, common areas, breakrooms)
- Monitor my health and conduct required daily screening
- Inform my supervisor if I experience any symptoms after the start of the workday
- Insert other safety requirements (e.g., notice of recent travel)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this acknowledgement and forward it to your Campus/Department Office.

**Table of Contents:**

Framework For Return To Onsite Work Protocol: In Response To COVID-19	5
COVID-19 Information	10
Remote Work Protocol During Epidemic	12
On-site Work Protocol During Epidemic	14
Travel Protocol During COVID-19 Pandemic	19
Exposure Protocols	20
E-Communication Protocol	22
EISD COVID-19 Evaluation/Appraisal Protocol	24

# FRAMEWORK for RETURN to ONSITE WORK PROTOCOL

## IN RESPONSE TO COVID-19

This plan has been developed to aid in navigating the reestablishment of Elgin ISD in a way that employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon those returning to the District. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Texas Education Agency (TEA), and State and County agencies. Regular updates will be made, as applicable, based on new information available from said agencies.

**Please keep in mind that the information provided in this handbook is subject to change as guidance concerning the coronavirus (COVID-19) is regularly updated.**

### EMPLOYEE AND STUDENT SAFETY

#### VISITORS:

- All campus visits must have an educational purpose and be scheduled and approved by campus leadership.
- Parents/guardians/older siblings etc. will not be permitted to enter the building to have lunch or walk their student(s) to class.
- Individuals proceeding beyond the reception area will be subject to the following guidelines:
  - All visitors will be subject to screening
  - Virtual meetings and phone conferences will be scheduled if necessary.
  - Visitors and staff will practice social distancing where possible and when appropriate.

#### PARENT MEETINGS:

Virtual meetings and phone conference options remain a convenience and option when in person meetings are not feasible. ARD meetings, 504 meetings, LPAC meetings, and parent conferences will be held in person to the greatest extent possible.

**TRAVEL:** Elgin ISD's moratorium on travel has been discontinued. Staff wishing to travel to conferences and workshops should seek supervisor approval.

**EMPLOYEE SCREENING:** Effective June 7, 2021 employees are no longer required to complete a daily self-screening. However, employees should continue to self monitor. In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question: Have they recently begun experiencing any of the following in a way that is not normal for them? *Updated 08-04-2020*

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

*Updated 08-04-2020*

Any individuals who themselves are test-confirmed to have COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - at least ten days have passed since symptoms first appeared

VACCINATIONS: Human Capital can keep your COVID-19 Vaccination Record on file, if you choose. This is completely voluntary, and is being offered as a courtesy.

- If you misplace your card, Human Capital can provide you with a copy.
- Please visit your campus or department's administrative assistant and provide them with your vaccination card. The administrative assistant will scan a copy of the vaccination card, return it to you, and add your card on file with Human Capital.

#### **HEALTH PROTOCOL**

- If an employee becomes ill at work, and is exhibiting symptoms of COVID-19, they will be asked to leave work and go home or to the nearest health center
- Employees returning to work from an approved medical leave should contact [Human Capital](#). You will be required to submit medical certification before returning to work.

If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

- At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least 10 days have passed since symptoms first occurred

### **GUIDANCE IF EXPOSED**

If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you.

Employees are expected:

- To contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions
  - Your healthcare provider
  - Human Capital
  - Your supervisor

Your supervisor will work with you and Human Capital to determine appropriate next steps.

In case of an emergency, call 911 and follow their instructions.

### **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Elgin ISD employees, students, parents, and visitors, to the extent possible, are encouraged to practice social distancing.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Employees must wear a face mask or face shield while the District mask mandate is in effect. In the event that the District mandate is not in effect employees will have the option not to wear a face mask. However, for those individuals who are not fully vaccinated, it is highly recommended that they wear face masks.

### **PERSONAL WORKSPACE/CLASSROOM**

Employees may choose to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

### **SHARED WORKSPACE**

Elgin ISD has alcohol-based hand sanitizers throughout the workplace and in common areas.

Elgin ISD Custodial Services will clean and disinfect all shared and personal workspaces at their designated cleaning time.

## **FACILITIES CLEANING**

The safety of our employees and students are our first priority. Our schools have been cleaned and disinfected.

Additional cleaning will be triggered if an active employee or student is identified as positive for COVID-19 based on testing.

## **FOOD & FOOD DELIVERY**

Food delivery is prohibited until further notice. Additionally:

- Personal deliveries such as packages should not be delivered to Elgin ISD
- Bringing or sharing refreshments during meetings is not recommended in order to limit exposure risks
- All food brought by an employee should be kept at your assigned space
- Lunch and breaks should be taken in a space where the employee can effectively practice social distancing

## **COVID-19 CASE**

If an employee becomes ill on campus or in the district, he/she will immediately report to a campus nurse and be isolated from other employees and/or students.

The nurse must:

- Wear proper PPE. Any others attending to the suspected infected person should wear a protective mask while working with the suspected infected person
- Follow the protocol for administering the BINAX Rapid Testing and send the employee home for the day. If the employee's COVID-19 test is negative and their symptoms improve, they may return to work the next day.
- In coordination with the supervisor and to the extent possible, identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- In coordination with the supervisor, ensure that the area of isolation and the suspected employee's work area/classroom are thoroughly cleaned and disinfected
- In coordination with the supervisor, ensure that all other common surfaces recently touched by the employee are thoroughly cleaned and disinfected

**SOCIAL-EMOTIONAL WELL-BEING OF STAFF** Human Capital will provide resources, as available, for all staff to access, including the Employee Assistance Program.

**STAFF TRAINING** Employees will be required to participate in training related to COVID safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

# WORK PROTOCOL

Any employee who believes he/she has an underlying health condition which may prevent him/her from returning to on-site work should notify his/her supervisor and [Human Capital](#) for work guidance and possible reasonable accommodations.

## ON-SITE WORK

In addition to regular job duties, department supervisors and campus principals will be responsible for the following protocols for employee safety at their worksite:

- Ensure proper cleaning and disinfecting of all workspaces is conducted after employee use
- Ensure all appropriate workplace posters, signage etc. related to proper safety protocols are prominently displayed
- Ensure all visitors are limited to essential business only and that visitors comply with the required campus, district and local authority health and safety protocols
- Ensure all staff receive a copy of the Employee Handbook and the COVID-19 Addendum and that each person acknowledges receipt and review of all information and protocols
- Ensure all staff receive any additional training or information needed to comply with required protocols and feel safe in the work environment
- Ensure all employee protocols for return to work are respected and enforced

### Employee Protocols for On-site Work

All employees are to ensure adherence to the following guidelines to protect themselves and others at work:

**Procedures for Staff:** All staff must self-monitor. In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question: Have they recently begun experiencing any of the following in a way that is not normal for them? *Updated 08-04-2020*

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue

- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

*Updated 08-04-2020*

Any individual who themselves are test-confirmed COVID-19 positive must stay home throughout the infection period.

Any employee experiencing any of these symptoms should self monitor and consider getting a COVID-19 test.

Any employee who shows or begins experiencing COVID-19 symptoms while at work must immediately separate from others, report to his/her supervisor and go home as promptly as reasonably possible.

**Face Coverings:** Employees must wear a face mask or face shield while the District mask mandate is in effect. In the event that the District mandate is not in effect, employees will have the option not to wear a face mask. However, for those individuals who are not fully vaccinated, it is strongly recommended that they wear face masks.

For instructions on how to make your own face covering, see the [CDC's Video](#).

**How to safely remove a face covering:**

- Wash your hands with soap and water or clean with hand sanitizer before touching the face covering
- Avoid touching the front of the covering
  - The front of the covering may be contaminated
  - Only touch the ear loops/ties/band
- Follow the instructions below for the type of covering you are using:
- Face Covering with Ear Loops:
  - Hold both ear loops and gently lift and remove the mask
- Face Covering with Ties:
  - Untie the bottom bow first, then untie the top bow and pull the mask away from you as the ties are loosened
- Face Covering with Bands:
  - Lift the bottom strap over your head, and then pull the top strap over your head
- Throw disposable coverings in the trash

- If reusable, store safely in a plastic bag until it can be washed
  - Wash reusable covering on a daily basis
- Wash your hands with soap and water or clean with hand sanitizer

As a reminder, face coverings do not replace the need to maintain social distancing and frequent handwashing.

**Limiting Close Contact:** Employees are encouraged to limit physical contact with each other and maintain social distance when possible.

**Personal Hygiene:** Hand washing stations or hand sanitizer will be available at the entrance of each building or campus and readily available throughout other areas of the building or campus.

Employees are expected to wash their hands or utilize hand sanitizer frequently. It is especially important to wash or use sanitizer:

- Upon entering the building;
- After touching something another person has touched;
- Before eating or preparing food;
- Before touching your face;
- After using the restroom;
- After leaving a public place;
- After blowing your nose, coughing or sneezing;
- After handling your face covering;

The cleaning and sanitization routine, including enhanced cleaning and sanitization protocols has been implemented to clean equipment and facilities in accordance with current federal, state, and local guidelines.

Custodial teams will perform rigorous cleaning procedures daily throughout District buildings and campuses. They will provide additional cleaning and disinfecting of high-use areas, commonly touched surfaces, and infected areas.

Disinfecting wipes will be made available at buildings and campuses. Employees are encouraged to utilize the wipes to clean personal spaces or common areas throughout the day as well.

### **Common Areas**

**Restrooms:** When opening or closing the restroom door, use a paper towel, tissue, disinfectant wipe, or disposable glove. Hand soap will be available in all restrooms which will also be cleaned thoroughly on a daily basis.

**Workstations:** Employees must keep workstations/desks clear to allow for appropriate cleaning by custodial staff.

**Meetings:** When possible, employees are encouraged to limit groups where social distancing may not be an option. Virtual meetings remain an option and convenience.

**Breakrooms, staff lounges, and workrooms:** Employees may use breakrooms, staff lounges, and workrooms. While these areas will be cleaned daily, cleaning products will be made available so that an employee may personally sanitize surfaces (*e.g.*, handles, countertops, etc.) before and after personal use.

Employees are discouraged from sharing food or drink.

**Water fountains, ice machines & water dispensers:** Ice machines and water dispensers may continue to be used. Individuals are encouraged to wash their hands or use hand sanitizer prior to and after using the equipment.

## EXPOSURE PROTOCOLS

- Contact [Human Capital](#) for all staff confirmed positive COVID.
- Contact [Dr. Peter Perez](#), Deputy Superintendent, for all students confirmed positive COVID.

Any employee who shows or begins experiencing COVID-19 symptoms while at work must immediately separate from others, report to their supervisor, and self monitor.

Any areas used by a sick individual must be closed until the area can be disinfected. The department supervisor and Custodial department should be notified as soon as possible.

If a positive case is identified, the District will identify and notify any individuals who had regular or close contact with the affected individual.

Any employee who experiences any of the symptoms of COVID-19 should self-monitor and consider getting a COVID-19 test. Any individuals who themselves are test-confirmed to have COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met: (*Updated 08-27-2020*)

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
- the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual should consider getting a COVID-19 test.

Any employee living with someone who experiences any of the symptoms of COVID-19, whether they have a positive COVID-19 test or not, should self-monitor and consider getting a COVID-19 test.

### **Contact Tracing**

Contact tracing is a disease control measure to identify persons who may have been exposed to an infectious disease such as COVID-19. A primary purpose is to alert individuals with whom close contact and possible exposure occurred. As our goal is to help prevent the spread of infection, the District will take a proactive approach and communicate directly with the employee, as soon as possible. The communication will include information and directives, however, the identity of the person(s) who may have been exposed or tests positive will be kept confidential, to the extent allowed by law.

### **Requests for Leaves/Accommodations Due to COVID-19**

Any employee who believes he/she has an underlying health condition should notify his/her supervisor and [Human Capital](#) for work guidance.

Any employee who believes he/she qualifies for and wants to request leave due to COVID-19 should notify [Human Capital](#).

## **EISD COVID-19 E-COMMUNICATION PROTOCOL**

*Updated 04-06-2020 - See Employee Handbook for complete information.*

In an effort to provide guidance on electronic communications, this sheet reviews the “Standards Regarding Ethical Conduct Toward Students” as well as Board Policies CQ and DH, which also address personal use of electronic communications.

DO:

- Use appropriate methods of communication: EISD email, sharing instructional videos with the class, Remind, Google Hangouts Meet with a group of students, Google Drive, or a learning management system including Google Classroom or Class Dojo

- Be available during conference period or work hours to answer the questions and concerns of parents, students, and school leadership
- See previous school/district communications for guidance and wellness interventions if you believe a student needs access to a counselor
- Continue to maintain confidentiality and abide by the regulations outlined in FERPA
- Report to your Principal immediately if a student sends you inappropriate communication
- Immediately report problems or security violations, such as broken equipment or inappropriate technology or password use, to a supervisor or administrator
- Keep all records of electronic communication with students

DO NOT:

- Use inappropriate methods of communication: social media, text messaging, and individual video meeting or chat sessions
- Engage in a video meeting with an individual student (one-on-one) outside of established worksite hours *Updated 08-21-2020*
  - Except when necessary for screenings, testing and the like, teachers must be certain they video conference only with groups of students or when other adults are present to witness the conversation; this could include parents/guardians or other staff *Updated 08-21-2020*
- Record any video meeting (Google Hangouts Meet session or other video conferencing session) if students are present in the meeting
  - This may create an educational record that must be maintained through records retention; therefore, EISD will not permit the recording
- Use electronic communications, including mobile and web applications, which are not provided or approved by the district or accessible by the district
- Communicate with students about topics not related to instruction
- Communicate with students between the hours of 9pm and 6am
- Intentionally modify computers or other equipment by attempting to install software, hacking, spreading viruses or malware, or making physical changes to or damaging technology equipment

For further information review:

- The Elgin ISD Employee Handbook
  - Educator Standards
- Policies CQ and DH

Note:

- An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility
- The employee does not have a right to privacy with respect to communications with students and parents

For more information regarding FERPA:

<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

## **HUMAN CAPITAL COVID-19 STAFF FAQs**

*Updated 08/04/2020*

### **RETURN TO WORK:**

**Q: What if I have a health condition that prohibits me from coming back to work at this time?**

A: If you have not previously communicated that you are unable to return to work due to a health condition, please contact [Human Capital](#) to access the process for determining whether you qualify for leave for workplace accommodations.

**Q: Where do we send the documents from doctors if we have a medical condition?**

A: Please send all documentation via email to [Human Capital](#).

**Q: Will employees be held to the penalty-free resignation deadline?**

A: Yes. After the deadline, extenuating circumstances will be taken into account. The law states that an educator may resign their position between school years without penalty if written notice is filed with the district no later than the 45th day before the first day of instruction for the following school year. For our district, the penalty-free resignation date was Saturday, July 3, 2021. In the event that the District believes that there is no good cause for resignation, the District may request the Elgin ISD School Board authorize the request to SBEC for possible certification sanction.

### **PERSONAL PROTECTION EQUIPMENT and SAFETY PROTOCOLS:**

**Q: Will face coverings and gloves be provided?**

A: No.

**Q: Do I have to wear a face covering?**

A: Yes. Face coverings are not optional (while the District's mask mandate is in effect), but highly recommended for individuals not fully vaccinated.

**Q: How are facilities being cleaned?**

A: Custodial staff are disinfecting areas used by staff each day including but not limited to offices, restrooms, staff break rooms and common areas. Bottles of disinfectant are also available at various locations allowing for those areas to be wiped down as needed by campus/district personnel throughout the day.

**Q: Will I be informed if I was exposed to illness at work?**

A: Yes. However, Human Capital will not disclose the identity of the person(s) in the workplace who report in a confirmed case of COVID-19. A notice of exposure in the workplace will be sent to any employee who was potentially exposed while working and came into close contact with the individual confirmed to have COVID-19.

**Q: Will testing be offered for free for staff and students?**

A: Yes

**IN THE EVENT OF COVID-19 RELATED ILLNESS:**

**Q: What do I do if I think I may have been exposed to an individual with COVID-19?**

A: Employees who think they may have been exposed to an individual with COVID-19, should also self-monitor for symptoms and are highly encouraged to get a COVID-19 test.

**Q: What do I do if I get sick?** *(Updated 08-27-2020)*

A: If you become ill or present any of the following list of symptoms, DO NOT COME TO WORK: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees fahrenheit, known close contact with a person who is test-confirmed to have COVID-19. Please seek appropriate medical attention and alert [Human Capital](#) of your need for accessing leave. You should also report test-confirmed COVID-19 diagnoses to your supervisor AND [Human Capital](#) as soon as possible. Your timely notification allows us to make appropriate notifications to those who may have been exposed, and to ensure appropriate disinfectant steps can be carried out in the workplace.

**Q: What happens when a teacher becomes sick and potentially covid positive? Will staff need to quarantine?**

A: If an employee becomes ill at work, and is exhibiting symptoms of COVID-19, they will be asked to leave work and go home or to the nearest health center. Employees should self-monitor for symptoms and are encouraged to get a COVID-19 test.

Employees who are test confirmed positive for COVID are expected to:

- Contact the following (in order of priority), let them know you have been test confirmed positive, then follow their instructions
  - Your healthcare provider
  - [Human Capital](#)
  - Your supervisor

Your supervisor will work with you and Human Capital to determine appropriate next steps in accordance with Elgin ISD Health Protocol.

In case of an emergency, call 911 and follow their instructions.

Employees returning to work from an approved medical leave should contact [Human Capital](#). You will be required to submit medical certification before returning to work. If you have been diagnosed with COVID-19, you may return to work when all 3 criteria are met:

- At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
- You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least 10 days have passed since symptoms first occurred

**Q: What is the protocol for when a student or staff is confirmed with COVID?**

A: Any individuals who themselves are test-confirmed to have COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met: *(Updated 08-27-2020)*

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
  - the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - at least ten days have passed since symptoms first appeared

**LEAVE:**

**Q: What type of leave related to COVID-19 is available if I need it?**

A: Only the employees accrued personal local and/or state leave.

**Q: If teachers are COVID-19 positive, how will quarantine be handled? One 14-day quarantine will exhaust the year's sick leave, leaving a deficit of 4 days.**

A: Teachers will be required to use their earned local and/or state leave.

**Q: If a staff member tests positive, will they get paid during their quarantine time?**

A: Employees who use their accrued personal local and/or state leave will not be docked pay. Those employees who exhaust their accrued personal local and/or state leave will be docked their daily rate for each day absent.

**Q: Do employees use sick leave if they are required to be quarantined?**

A: Yes.

**Q: Has the state offered to add additional days to our sick leave they provide for those that test positive?**

A: No.

**Q: Will we have subs to cover?**

A: Yes, to the extent possible. Please keep in mind that Substitutes get sick too. With the infectious nature of COVID it is likely that we will not have as many substitutes readily available. It may become necessary to combine classes, assign paraprofessionals and/or conference period teachers, specials teachers or other personnel to cover.

**Q: If there is not a sub, can we safely combine two classrooms due to the lack of staffing?**

A: Yes, to the extent possible given instructional schedules and in keeping with the COVID safety guidelines.