



**LYFORD CISD
Employee
Health Protocols
and Preparedness
for COVID-19**

Updated: August 2021

TABLE OF CONTENTS

Introduction	3
General Guidance for Employee Self-Screening	4
COVID-19 Flowchart	5
Workplace Safety Protocols	6
Employee Notification of Close Contact	6
Leave Under COVID-19	6
Return to Work Procedures	7
Vaccinations	7
Frequently Asked Questions	8
Additional Resources	9

Introduction

On March 11, 2021, the American Rescue Plan (ARP) Act was signed into law. In it, the U.S. Department of Education is providing additional funding for the Elementary and Secondary School Emergency Relief Fund (ESSER III Fund). This legislation will award grants to state educational agencies (SEAs) for providing local educational agencies (LEAs) with emergency relief funds to address the impact that COVID-19 has had, and continues to have, on elementary and secondary schools across the nation.

Lyford CISD has established the following requirements to provide staff and students with a safe environment. All staff will be required to meet all expectations regarding health and safety protocols.

Ensuring all students, staff and community members remain healthy and safe is our top priority. LCISD will continue to collaborate and communicate with local, state and federal officials and follow and exceed requirements and guidelines established by the Texas Education Agency (TEA) and the Center for Disease Control (CDC).

General Guidance for Employee Self-Screening

Prior to reporting to work

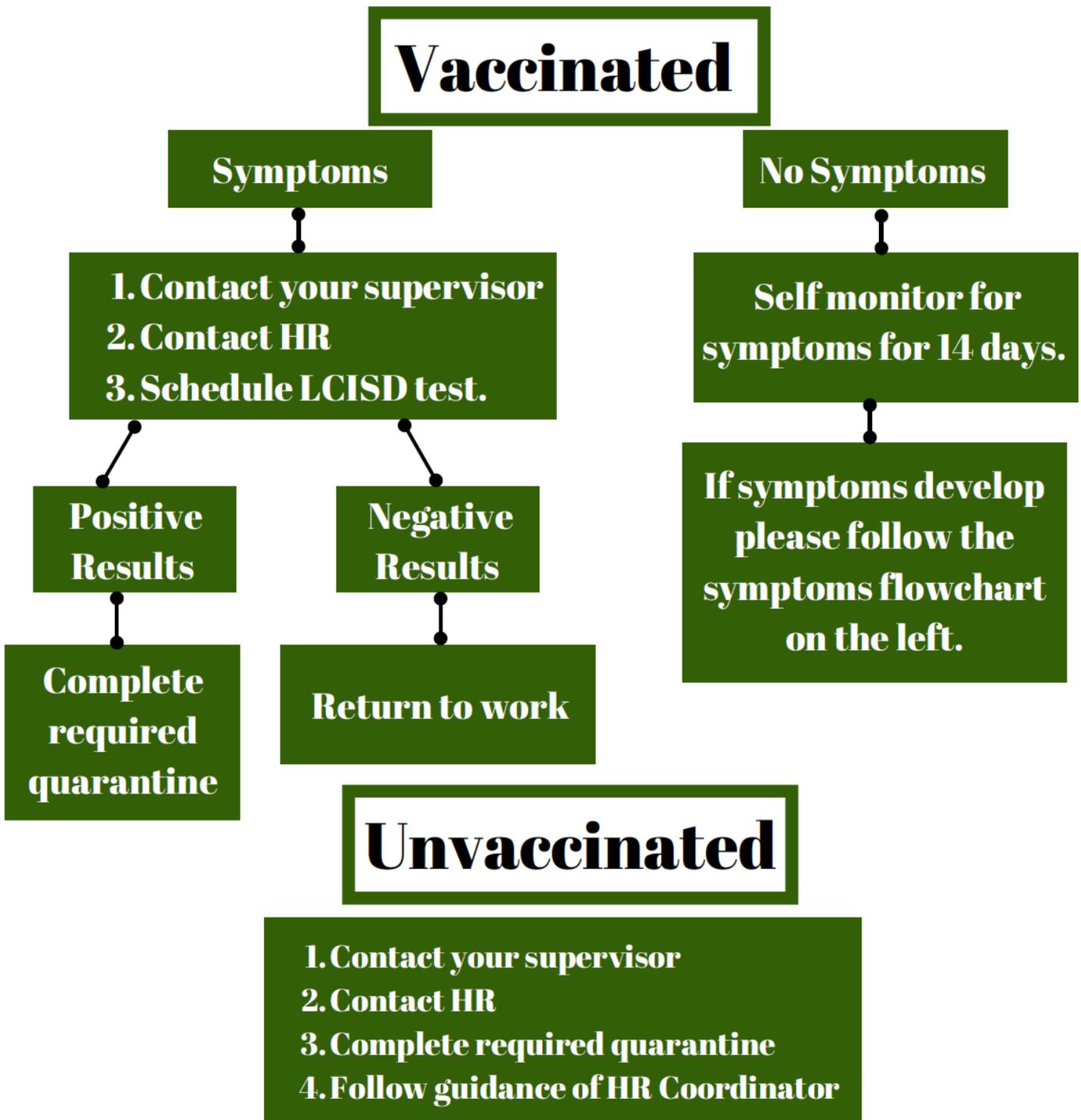
All employees are required to self-screen before reporting to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19. If you are experiencing any of the symptoms or situations listed below contact your supervisor by 6:30 AM:

- Fever (100.4°F) or chills
- Cough
- Shortness of Breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In order to ensure the well-being of all staff, employees will not wait until arriving to work to report symptoms of illness.

The process for employees experiencing symptoms, having a confirmed case or being exposed to COVID-19 is explained on page 5.

If you are experiencing symptoms or have had close contact, within six feet of someone for a total of fifteen minutes or more, who is lab confirmed for COVID-19 please follow the flowchart below.



Workplace Safety Protocols

1. When communicating and meeting with others, utilize social distancing to the extent possible.
2. When utilizing equipment (copy machines, time clock, etc.) please ensure to use hand sanitizer before and after each use.
3. It is recommended that staff wear masks at all times, unless alone.
4. It is recommended that all employees wash their hands after touching a surface that may be frequently touched by other people (door handles, tables, etc.) and before touching your eyes, nose, or mouth.

Employee Notification of Close Contact

When the district is notified of possible close contact with an individual with a confirmed COVID-19 diagnosis, employees will be identified and contacted by the Human Resources Coordinator.

Upon receiving confirmation of a work-based COVID-19 diagnosis, the HR Coordinator will complete the tracing process and notify any employee who may have been in close contact (within six feet of someone for a total of fifteen minutes or more).

Please see the flowchart on page 5, for quarantine requirements.

Employer notice: If you begin exhibiting symptoms or receive a confirmed diagnosis of COVID-19, immediately notify your direct supervisor and Senaida (Sandy) Garza, Human Resources Coordinator, via text (956) 357-6163 or email at senaida.garza@lyfordcisd.net.

Please limit communications about this matter. Human Resources Coordinator will take responsibility for notifying individuals who may have been in close contact. This process will ensure your personal and medical information is kept confidential.

Leave Under COVID-19

Local/State Option: Upon availability, and in accordance with Lyford CISD Board Policy DEC Local and the Employee Handbook, an employee may utilize comp time, accumulated vacation day(s), non-working day(s), local leave, and/or state leave when the employee is absent from work due to symptoms, possible exposure and/or tests positive for COVID-19.

NOTE: It is important that all employees communicate with their supervisor and the HR Coordinator regarding absences, leave or circumstances that may prevent them from reporting to work. LCISD will continue to follow all Board Policies and administrative regulations as applicable to employee absences.

For questions regarding available leave days, please contact the Business Office.

Return to Work Procedures

After an employee is absent from work due to COVID-19 symptoms, possible close contact to COVID-19 and/or COVID-19 positive test, they must:

- contact the HR Coordinator two days before they may return to work, and
- obtain a doctor's clearance note.

It is the employee's responsibility to communicate with the HR Coordinator and their supervisor regarding COVID-19 absences, COVID-19 symptoms, possible close contact to COVID-19 and/or COVID-19 positive test.

All non-COVID related absences must be reported to and approved by the employee's supervisor.

To obtain access to MDLive, please contact Melissa Treto at (956) 347 – 3901 ext. 321.

Vaccinations

Requesting a Vaccination:

Vaccinations are available at your local pharmacy. Please contact your doctor's office, pharmacy or the Department of Health for Guidance.

In alignment with the State of Texas guidance, LCISD does not require staff to be vaccinated. Please note that persons who are not vaccinated may be subject to longer quarantines, isolation and/or return to work protocols.

Frequently Asked Questions

Q: What screening processes are being put in place to prevent the spread of COVID-19?

A: All employees are required to self-screen before reporting to work by checking their temperature and determining if they have any of the following new or worsening signs or symptoms of possible COVID-19:

- Fever (100.4°F) or chills
- Cough
- Shortness of Breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Q: What do I do if I have symptoms of COVID-19?

A: Please see the COVID 5 flowchart for guidance.

Q: Who do I need to notify that I have symptoms of COVID-19?

A: Please see the COVID 5 flowchart for guidance.

Q: How long do I need to quarantine if I test positive?

A: Please contact Senaida (Sandy) Garza, Human Resources Coordinator, via text (956) 357-6163 or email at senaida.garza@lyfordcisd.net.

Q: I tested positive for COVID-19. What do I need to do?

A: Immediately inform their direct supervisor if they have symptoms and/or knowledge of close contact with an individual with a positive COVID-19 test. The employee must also contact Senaida (Sandy) Garza, Human Resources Coordinator, via text (956) 357-6163 or email at senaida.garza@lyfordcisd.net.

Q: I tested positive for COVID-19. I am afraid I was in close contact/proximity with others while at work, should I tell them?

A: No. Our district has protocols in place to inform those individuals that may have been in close contact with an individual who tested positive for COVID-19. Please contact Senaida (Sandy) Garza, Human Resources Coordinator, via text (956) 357-6163 or email at senaida.garza@lyfordcisd.net.

Q: If I test negative for COVID-19, how long do I need to quarantine?

A: You will need to be cleared to return to work. Please contact Senaida (Sandy) Garza, Human Resources Coordinator, via text (956) 357-6163 or email at senaida.garza@lyfordcisd.net.

Q: I'm afraid I had close contact to an individual who tested positive for COVID-19 at work should I quarantine?

A: Please see the COVID 5 flowchart for guidance.

Q: Am I required to wear a face mask at work?

A: No, however it is highly recommended that all staff wear a mask at work.

Q: Am I allowed to use the coffee machine or vending machine on my campus/department/office?

A: Microwaves, refrigerators, coffee machines and vending machines will be available.

Q: If I have a personal health concern, who should I contact?

A: For questions, regarding matters related to personal health, please contact Senaida (Sandy) Garza, Human Resources Coordinator, via text (956) 357-6163 or email at senaida.garza@lyfordcisd.net

Q: Can I bring my own hand sanitizer, mask, and face shield to work?

A: Yes, staff may bring their own personal protective equipment to work.

Additional Resources

Below we have outlined additional resources in regards to COVID-19 that will provide guidance and assistance to employees and their families.

Official guidelines from the CDC

How to Stop the Spread of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

How to Cope with Job Stress and Build Resilience during COVID-19 Pandemic

<https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html>

Information provided in this handbook is subject to change as guidance concerning the coronavirus (COVID-19) is regularly updated.