



Employee Protocol – Return to District Property

CHECKLIST FOR EMPLOYEES PHYSICALLY WORKING ON HCISD PROPERTY

HCISD has set the following protocol for all employees who will physically work on property which meet at least the minimum recommended health protocols for all on-site employees in Texas. These guidelines are to be utilized while on district property. Prior to returning to work as a district employee, you will need to read and sign this document acknowledging your understanding and willingness to comply with the directives contained within.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is asymptomatic or only mildly ill, they may still spread the disease to others who may suffer significant symptoms.

Because of the hidden nature of this threat, everyone shall rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We shall continue to observe practices that protect everyone, including those who are most vulnerable.

- Employee groupings shall avoid being made up of more than 10 individuals. Minimizing in-person contact includes maintaining at least 6 feet of separation from individuals. Employees shall not ride together in vehicles (except for Transportation employees as required for their jobs on district buses).
- When maintaining at least 6 feet of separation is not feasible, other methods shall be utilized to slow the spread of COVID-19. Employees are required to wear a face covering or mask, wash or sanitize hands frequently and avoid sharing common objects.
- Consistent with CDC guidelines, employees should wear a cloth face covering (over the nose and mouth) upon entering the premises and when using common areas, including time clocks, elevators, restrooms, break rooms stairs or when within 6 feet of another person is required.
- Employees shall wash or disinfect hands upon entering an office/room and after any interaction with employees, contractors, customers or items in the office.
- Employees should consider carrying personal hand sanitizer and use it regularly, especially after contact with other individuals.
- Employees shall limit the use of elevators whenever possible to avoid close contact. If elevator use is necessary, utilize social distancing guidelines which may require waiting for a second group. Masks shall be worn.
- Any employee that has a medical condition or must care for a family member with a medical condition that would prevent them from working onsite, should contact HR to request leave.
- Any employee wishing to request an accommodation under the Americans with Disabilities Act, should contact HR to discuss the accommodation.

As we continue to have employees working on district sites, we will continue to follow the guidelines and orders of our federal, state, and local authorities along with monitoring the cases in the immediate area and state. Specifically, we will utilize the Minimum Standard Health Protocol provided by the Governor's Office and apply those criteria to our own local circumstances as we allow staff to work on district sites.



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Daily Employee Health Self-Screening

As a district employee, you acknowledge and attest by your signature below that you will complete **daily** employee health screening for COVID-19 symptoms **prior** to reporting for duty each day. You will need to confidently answer “NO” to ALL of the questions listed below to be on district property.

- If you have any of the symptoms listed below during your daily screening prior to reporting for duty, do not come to work, contact your direct supervisor immediately and contact Human Resources @ HRCOVID@hayescisd.net

If you answered “YES” to ANY of the questions below, do not come to work, contact your direct supervisor immediately and contact Human Resources @ HRCOVID@hayescisd.net

Symptom Check List:

1. In the last 14 days have you had any contact with anyone that is/has tested positive for COVID-19?
2. Are you currently waiting on a COVID-19 test result that you have taken as a result of doctor’s orders or recent exposure?
3. Do you have a new or worsening cough or shortening of breath/difficulty breathing?
4. Do you currently have a fever or have had one in the past 72 hours? (greater than 100 degrees Fahrenheit)
5. Have you recently begun experiencing any of the following symptoms in a way that is not normal for you:
 - loss of taste or smell,
 - headache,
 - chills,
 - sore throat,
 - shaking or exaggerated shivering,
 - fatigue,
 - significant muscle or body aches,
 - congestion or runny nose,
 - nausea or vomiting,
 - diarrhea

By coming to work, you are attesting that you confidently answered “NO” to ALL of the above questions during your daily pre-screening and have a very low risk of carrying or spreading COVID-19.

Employee Printed Name

Employee ID #

Employee Signature

Date

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