

# EMPLOYEE PROTOCOL FLOWCHART

EMPLOYEE DAILY COVID SCREENING/COVID-LIKE SYMPTOMS	EMPLOYEE TESTS POSITIVE FOR COVID WITH OR WITHOUT SYMPTOMS (Regardless of vaccine status)	EMPLOYEE SHARES HOME WITH SOMEONE WHO IS COVID POSITIVE		EMPLOYEE HAS CLOSE CONTACT AT WORK WITH SOMEONE WHO IS COVID POSITIVE	
Develop symptoms before or at work.	Do NOT come to work for at least 10 days. Up to 10 days provided.	Unvaccinated Employee	Fully Vaccinated Employee	Unvaccinated Employee	Fully Vaccinated Employee
↓	↓	↓	↓	↓	↓
Symptoms are not considered usual for the employee, leave work or remain home. (See list below).	Notify supervisor and complete HR form	Employee required to quarantine.	Employee may continue to work if no symptoms develop.	Employee recommended to quarantine for 10-days. Up to 10 days provided. Complete HR form and notify supervisor.	Employee may continue to work if no symptoms develop.
↓	↓	↓	↓	↓	
Notify immediate supervisor and HR immediately by completing the HR Notification of Staff COVID...Form.	HR will conduct close contact investigation	If employee has no symptoms and has a negative COVID PCR test collected on or after Day 5, employee may return after Day 7. If employee has no symptoms and does not get tested for COVID, employee may return after day 10.	Employee monitors symptoms for 14 days. Strongly recommend employee to wear a mask for 14 days.  Recommend PCR COVID testing between days 3-5 of exposure.	Employee monitors symptoms for 14 days. Strongly recommend employee to wear a mask for 14 days.  Recommend PCR COVID testing between days 3-5 of exposure.	
↓	↓	↓	↓	↓	
HR will contact employee via phone or email for further instructions.	HR will contact employee with return to work criteria before the end of the 10-day isolation period	If symptoms develop while at home, then remain at home and complete the HR form.	If symptoms develop while at work, then notify your supervisor, leave work and complete HR form.	If symptoms develop while at home, then remain at home. If symptoms develop while at work, then notify your supervisor, leave work and complete HR form.	
↓	↓	↓	↓	↓	
May return to work with alternate diagnosis from doctor OR negative COVID PCR test OR 10-day quarantine completed.	Return criteria includes: Fever free at least 24 hours, significant improvement in symptoms.	HR will contact employee with return to work criteria.	Follow COVID-like symptom process. (See left blue column)	Follow COVID-like symptom process. (See left blue column)	

**EMPLOYEE INFORMATION**  
 District webpage:  
[www.hayscisid.net/Page/12500](http://www.hayscisid.net/Page/12500)  
**HR COVID Information**  
**COVID-19 FAQ's for Hays CISD Staff**  
 HR Notification of Staff COVID Information Form:  
[www.hayscisid.net/notifyHRcovid](http://www.hayscisid.net/notifyHRcovid)  
 Email: [HRCovid@hayscisid.net](mailto:HRCovid@hayscisid.net)

**Close contact** is defined as:

- direct exposure to infectious secretions (e.g., being coughed on while not wearing a facial covering)

**OR**

- being within six feet of the individual for a cumulative duration (meaning the total amount of time in a day that individuals are within 6 feet) of 15 minutes over a 24-hour period within 48 hours before the individual's onset of symptoms or positive test collection date.
- Close contact is regardless of mask usage.

SYMPTOMS	
Temperature of 100° Fahrenheit or higher when taken by mouth	
Loss of taste or smell	Headache
Chills, shaking or shivering	Severe cough
Difficulty breathing	Sore throat
Shortness of breath	Fatigue
Significant muscle pain/aches	Diarrhea
Congestion or runny nose	Nausea/Vomiting

Updated: September 2, 2021

# STUDENT PROTOCOL FLOWCHART

STUDENT DAILY COVID SCREENING/COVID-LIKE SYMPTOMS	STUDENT TESTS POSITIVE FOR COVID WITH OR WITHOUT SYMPTOMS (Regardless of vaccine status)	STUDENT SHARES HOME WITH SOMEONE WHO IS COVID POSITIVE		STUDENT HAS CLOSE CONTACT AT WORK WITH SOMEONE WHO IS COVID POSITIVE	
Student has symptoms during screening or develops symptoms at school.	Parent notifies campus nurse of positive test result.	Unvaccinated Student	Fully Vaccinated Student	Unvaccinated Student	Fully Vaccinated Student
↓	↓	↓	↓	↓	↓
Assessed by campus nurse to determine if related to underlying condition. If not...	Campus nurse and staff will conduct a case review for close contacts involving school.	Student required to quarantine.	Student may continue to go to school if no symptoms develop.	Student recommended to quarantine for 10-days.	Student may continue to go to school if no symptoms develop.
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Contact parent for student pickup.	Student shall self-isolate for ten (10) days following positive test result or onset of symptoms (whichever is first).	If student has no symptoms and has a negative COVID PCR test collected on or after Day 5, student may return after day 7. If student has no symptoms and does not get tested for COVID, student may return after day 10.	Student monitors symptoms for 14 days. Strongly recommend student to wear a mask for 14 days. Recommend PCR COVID testing between days 3-5 of exposure.	Student monitors symptoms for 14 days. Strongly recommend student to wear a mask for 14 days. Recommend PCR COVID testing between days 3-5 of exposure.	
↓	↓	↓	↓	↓	
Quarantine protocol initiated.	Student may transition to Remote Conferencing.	If symptoms develop while at home, remain at home and contact nurse for instructions.	If symptoms develop while at home, then remain at home. If symptoms develop while at school, immediately notify campus nurse who will initiate quarantine process.	If symptoms develop while at home, then remain at home. If symptoms develop while at school, immediately notify campus nurse who will initiate quarantine process.	
↓	↓	↓	↓	↓	
Contact with primary care provider, may return with alternate diagnosis, negative PCR COVID test, or 10-day quarantine.	Campus nurse will provide return to school date. Return criteria includes: Fever free at least 24 hours, significant improvement in symptoms.	Return criteria includes: Fever free at least 24 hours, significant improvement in symptoms. Follow COVID-like symptom process (See left blue column)		Return criteria includes: Fever free at least 24 hours, significant improvement in symptoms. Follow COVID-like symptom process (See left blue column)	

### SYMPTOMS

Temperature of 100° Fahrenheit or higher when taken by mouth	
Loss of taste or smell	Headache
Chills, shaking or shivering	Severe cough
Difficulty breathing	Sore throat
Shortness of breath	Fatigue
Significant muscle pain/aches	Diarrhea
Congestion or runny nose	Nausea/Vomiting

### Close contact is defined as:

- direct exposure to infectious secretions (e.g., being coughed on while not wearing a facial covering) **OR**
- being within six feet of the individual for a cumulative duration (meaning the total amount of time in a day that individuals are within 6 feet) of 15 minutes over a 24-hour period within 48 hours before the individual's onset of symptoms or positive test collection date.
- Close contact is regardless of mask usage.

### COVID INFORMATION

District webpage:  
[www.hayscisd.net/coronavirus](http://www.hayscisd.net/coronavirus)

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