

LONGVIEW ISD Employee Process Map for COVID-19

Emergency Paid Sick Leave = EPSL
 Department of Health = DHS
 Primary Care Physician = PCP

Employee has symptoms of COVID-19

Employee reports while at work
 Employee reports to supervisor from home

Employee reports to supervisor and leaves to get medical care or calls 9-1-1 if life threatening symptoms. Isolate if unable to immediately leave building

Supervisor notifies COVID-Facilitator Employee/Supervisor fills out a COVID-19 Reporting Form
 Facilitator notifies DHS

Notice is provided to campus/staff/community if test returned positive

Employee eligible for EPSL with documentation confirming seeking medical attention or lab confirmed positive test. If employee is not evaluated by a medical professional or tested for COVID-19, employee may return to work after 10 days have passed from symptom onset and at least 24 hours with no fever, without the use of fever-reducing medication and individual has improvement with all other symptoms. If employee wants to return before completing criteria above, employee must either (a) obtain a medical professional's note clearing employee for return based on alternative diagnosis or (b) obtain an acute infection test that comes back negative.

Employee tests positive but has no symptoms

Employee notifies supervisor
 Supervisor notifies COVID-Facilitator
Employee fills out a COVID-19 Reporting Form
 Facilitator notifies DHS

Notice is provided to campus/staff/community of positive test

Employee eligible for EPSL if remote work not viable. Employee should contact his/her primary care physician, self-isolate and avoid public spaces for 10 days after testing positive. Since the district provides free testing to its employees, it is strongly recommended that the employee provide a negative test before returning to work. Employee can return to work after 10 days of self-isolation if no symptoms develop. ****If the employee has tested positive and believes the test was a false positive, and wants to return to work before completing the above criteria, the employee must either (a) obtain a medical professional's note clearing the employee based on an alternative diagnosis or (b) obtain 2 PCR acute infection tests at least 24 hours apart that come back negative.**

Employee tests positive and has symptoms

Employee notifies supervisor
 Supervisor notifies COVID-Facilitator
Employee fills out a COVID-19 Reporting Form
 Facilitator notifies DHS

COVID-Facilitator will provide guidance of when the employee can return to work

Employee eligible for EPSL if remote work not viable. Since the district provides free testing to its employees, it is strongly recommended that the employee provide a negative test before returning to work. However, the Employee may return to work after 10 days have passed from symptom onset and at least 24 hours with no fever, without the use of fever-reducing medication and individual has improvement with all other symptoms. ****If the employee has tested positive and believes the test was a false positive, and wants to return to work before completing the above criteria, the employee must either (a) obtain a medical professional's note clearing the employee based on an alternative diagnosis or (b) obtain 2 PCR acute infection tests at least 24 hours apart that come back negative.**

Employee has had "close contact"* or prolonged exposure to someone who has tested positive

Employee notifies supervisor
 Supervisor notifies COVID-Facilitator
 Employee fills out a COVID-19 Reporting Form

COVID-Facilitator will provide guidance of when the employee can return to work

Employee eligible for EPSL if seeking medical care or advised by physician to self-isolate and remote work not viable. Employee should contact his/her primary care physician, self-isolate and avoid public spaces for 14 days. Employee should monitor for symptoms and contact PCP and supervisor if they develop

Employee reports someone in his/her home or workplace was exposed to someone who tested positive or has symptoms

If the someone at home or workplace is just "exposed," continue working (no need to self-isolate). If someone at home or workplace tests positive, employee may be determined to be close contact.

Close contact** includes being within 6 feet of an individual test-confirmed to have COVID-19 for a total of 15 minutes throughout the course of a day, without the use of a face covering, or being in direct contact with secretions from the test-confirmed individual. *If an individual in the employee's home tests positive for COVID-19, the employee is presumed to be in close contact with the individual who tested positive.**
CONFIRM WITH YOUR LOCAL DHS

The COVID-Facilitator for Longview ISD is Mae Johnson, Task Manager and makes all decisions in conjunction with DHS

