

TO BE CONSIDERED EXPOSED TO COVID-19, you need to have prolonged close contact with a person who has the virus. **CLOSE CONTACT INCLUDES** living in the same household, caring for a sick person with the virus, or being within 6 feet of a sick person with the virus for at least 15 consecutive minutes without a face covering.

Hillsboro ISD Employee/Workplace Process Map for COVID-19

Employee has symptoms and tests positive OR suspected to have COVID-19

Employee reports while at school/work

Employee reports while at home

Employee reports to supervisor and leaves to get medical care or call 911 if life-threatening symptoms. Isolate if unable to immediately leave the building.

Employee contacts direct supervisor. Employee fills out HISD COVID-19 Reporting Form (found under Staff Forms on website) and sends to supervisor, HR Department, and Superintendent.

HR will provide guidance of when the employee can return to work.

Employee should contact their primary care physician. Self-isolate at home for 10 days from symptom onset and experience at least 72 hours of no fever without fever-reducing medication.

Employee tests positive but has no symptoms

Employee contacts direct supervisor. Employee fills out HISD COVID-19 Reporting Form (found under Staff Forms on website) and sends to supervisor, HR Department, and Superintendent.

HR will provide guidance of when the employee can return to work.

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 10 days since testing positive. Employee can return to work after 10 days of self-isolation as long as no symptoms develop.

Employee reports someone at home has symptoms OR someone at home has tested positive

Employee contacts direct supervisor. Employee fills out HISD COVID-19 Reporting Form (found under Staff Forms on website) and sends to supervisor, HR Department, and Superintendent.

HR will provide guidance of when the employee can return to work.

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 10 days. Employee should monitor for symptoms and contact their primary care physician if they develop. (May return on day 7 with negative test result and written medical clearance).

Employee has prolonged exposure to someone who has tested positive or has symptoms

Employee contacts direct supervisor. Employee fills out HISD COVID-19 Reporting Form (found under Staff Forms on website) and sends to supervisor, HR Department, and Superintendent.

HR will provide guidance of when the employee can return to work.

Employee should contact their primary care physician, self-isolate, and avoid public spaces for 10 days. Employee should monitor for symptoms and contact their primary care physician if they develop. (May return on day 7 with a negative test result and written medical clearance).

Employee reports someone in their home or workplace was exposed to someone who tested positive or had symptoms

If the someone at home or workplace is not symptomatic, but just 'exposed' continue working (no need to self-isolate)

IF INDIVIDUALS RETURN TO SCHOOL FROM THESE SHORTER STAY-AT HOME WINDOWS, they should regularly monitor themselves for symptoms to ensure they remain symptom-free and take appropriate precautions (e.g., more consistent mask usage) for the duration of the 14-day incubation period.

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Hillsboro ISD Student Process Map for COVID-19

Parent or student reports a student **tests positive OR reports symptoms of COVID-19**

Parent notifies the campus and remains home for 10 days from positive test result

The student may return to campus after 10 days have passed from positive test result and/or 10 days have passed from symptom onset and at least 72 hours have passed with no symptoms and/or no fever, without the use of fever-reducing medications.

Parent screens student **BEFORE** entry to building using screening tool and reports symptoms

Student may not enter the bus or the building. Student should contact their primary care physician for guidance.

The student may return to campus after 10 days have passed from symptom onset and at least 72 hours have passed with no symptoms and/or no fever, without the use of fever-reducing medications.

If a student was on campus in the last 48 hours....

Student reports **experiencing one or more symptoms of COVID-19** during the school day

Campus will follow isolation plan.

Student was **exposed to someone at home or who they were in close contact with has tested positive or has symptoms**

Student should not enter the bus or building. If present, follow isolation protocol.

Student should contact their primary care physician for guidance and remain home to self-isolate for 10 days. (May return on day 7 with negative test result and written medical clearance).

Student reports **someone in their home or someone who they were in close contact with was exposed to someone who tested positive or had symptoms**

If the someone at home is not symptomatic, but just 'exposed', the student may come to school and participate in extracurriculars (no need to self-isolate or notify any staff or students)

IF INDIVIDUALS RETURN TO SCHOOL FROM THESE SHORTER STAY-AT HOME WINDOWS, they should regularly monitor themselves for symptoms to ensure they remain symptom-free and take appropriate precautions (e.g., more consistent mask usage) for the duration of the 14-day incubation period.

Campus identifies any other student or staff who were present in the same class/group on the last day the student who tested positive was present.

Campus principal will work with Student Services to send written notification of possible exposure to all staff and parents/guardians of students who were in close contact to a person who has tested positive.

All student and staff who were in close contact will be excluded from campus activities for 10 days from date of last exposure. Those persons will need to monitor their symptoms at home and contact their primary care provider if they develop. (May return on day 7 with negative test result and written medical clearance).