

CROSBY INDEPENDENT SCHOOL DISTRICT



Employee Return to Work Guide

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General Guidance for Employees Self-Screening Prior to Reporting to Work

It is the employees' responsibility to self-screen each morning before reporting to work.

All staff and visitors will be screened upon initial entry to the building to promote a healthy work environment and reduce the risk of transmission.

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:

- A measured temperature equal to or greater than 100.0°F
- Chills
- Close contact with a person who is lab-confirmed to have COVID-19
- Cough
- Diarrhea
- Feverish feeling
- Headache
- Loss of taste or smell
- Muscle pain
- Shortness of breath or difficulty breathing
- Sore throat

STOP THE SPREAD OF GERMS
Help prevent the spread of respiratory diseases like COVID-19.

Stay home when you are sick, except to get medical care.



cdc.gov/coronavirus

CS319178 May 12, 2020 4:01 PM

What to expect when arriving to work

Follow these steps upon arrival:

1. Plan to arrive a few minutes prior to start time.
2. Be sure to wear a mask/face shield before entering the building/work site, proceed to the designed area where temperature checks will be conducted daily.
3. Remain 6 feet apart when waiting to be screened and cleared.
4. Once cleared, report directly to your office/work station.
5. Stay in your office as much as possible.
6. When communicating with others use the telephone and avoid conversing inside an office as much as possible.
7. Avoid using common areas that have already been disinfected by custodial, i.e. cafeteria, elevators.



New Requirements

Masks/Face Shields

All staff members are required to wear a mask/face shield before entering the building. In the event that an employee does not have access to a mask/face shield, they can obtain one from the sanitation station at the front entrance. Please keep in mind that these resources are valuable.

You must wear a mask/face shield:

- Upon entering the building
- In all common areas including hallways and restrooms
- When speaking with anyone

Wear your mask/face shield correctly:

- Wash your hands before putting on your mask/face shield
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

Note: If you are in your office area alone (at minimum 6 feet away from others with a barrier in between), you may remove your mask/face shield.



Cover your mouth and nose with a mask/face shield when around others:

- You could spread COVID-19 to others even if you do not feel sick.
- The mask/face shield is meant to protect other people in case you are infected.
- Continue to keep at least 6 feet between yourself and others.

Cover coughs and sneezes:

- If you are in a private setting and do not have on your mask/face shield, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contain at least 60% alcohol.

Gloves

Gloves are optional. However, if you choose to forego wearing gloves you are expected to comply with regular hand washing and use of hand sanitizer with at least 60% alcohol content provided at the entry station. When removing gloves, please refer to the guide below:



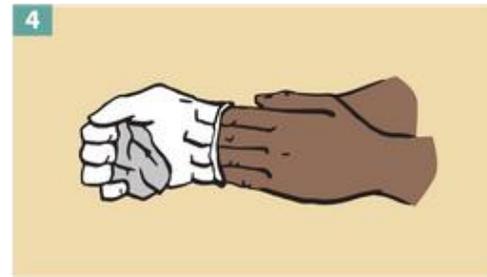
1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.

Handwashing

We are recommending 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.

Follow these steps every time:



Congregating

Congregating in groups is no longer allowed in:

- Common areas
- Hallways
- Restrooms

Areas where coffee and ice are offered, will not be accessible until further notice.



Elevators (Crosby Middle School & Crosby High School)

To support continued safety, we advise against the use of the elevators, unless it is completely necessary. This will reduce the amount of time people are in proximity in an isolated environment.

Employees that must use the elevators will need to do so one at a time.

Each area will be marked with designated standing locations where an employee can wait for the elevator.



Lunch

While the lunch areas will be closed until further notice, prepare to eat your lunch in your office area, possibly in your car if you prefer, or offsite.

Please refrain from having any food orders delivered into the building.

Make sure you practice social distancing requirements during your lunch period.



Meetings

Every effort will be made to continue scheduling meetings via Microsoft Teams or Zoom. Continue to schedule any necessary meetings with employees or external parties via Zoom, Microsoft Teams, or phone conference, not face to face.

Any face to face meetings should include 10 or less people, or up to 50% of the facility's total listed occupancy (visit this link for a list: <https://www.dshs.state.tx.us/coronavirus/opentexas.aspx>).

In person attendees should wear masks/face shields and sit at a minimum 6 feet away from one another.



Visiting Crosby ISD Facilities

Employees should contact the person(s) they are meeting prior to coming to the building. Please make sure the person(s) are in the building to welcome you into the building/their office. Masks/face shields must be worn and your temperature will be checked upon entering the building.

Vendors and Deliveries

In an effort to minimize foot traffic in our facilities, all deliveries and couriers have been redirected to the designated delivery zone in the Operations Center, until further notice.

Positive COVID-19 Test Results Protocol

The employee is to immediately inform their supervisor if they have tested positive or been in contact with someone who has tested positive for COVID-19. Note: This information is confidential and should not be shared with anyone else with the exception of the aforementioned persons.

- The employee must also contact Alyssa Arellano, Benefits Specialist via e-mail at jarellano@crosbyisd.org and Karen Grey, Assistant Superintendent of Human Resources at kgrey@crosbyisd.org

- Human Resources department will provide the employee with the following:
 - o Available leave benefits including Emergency Paid Sick Leave (EPSL), Expanded Family and Medical Leave (EFML), and state/local personal/sick leave
 - o Process for updating personal contact information and emergency contact information

- The supervisor should plan to cover the employee's work during their time of quarantine.

- If the supervisor needs assistance in answering questions regarding the employee's whereabouts/status, they should reach out to Alyssa Arellano in Human Resources – Benefits Specialist for guidance.

Potentially Exposed Protocol

When the district is notified of an employee who received a confirmed diagnosis of COVID-19, potentially exposed employees will be identified and contacted by the Human Resources department.

The communication will consist of the following expectations to ensure your safety and to help reduce the spread of COVID-19:

- **Monitor for symptoms:** Out of an abundance of caution, we advise you to monitor your health, follow the CDC guidelines for people who have had close contact and contact your primary care physician if you develop symptoms.
- **Employer notice:** If you begin exhibiting symptoms or receive a confirmed diagnosis of COVID-19, immediately notify Alyssa Arellano at jarellano@crosbyisd.org and your direct supervisor.
- **Communications:** Please limit communications about this matter to Human Resources and your direct supervisor. Human Resources will take responsibility for notifying individuals who may have been exposed. This process will ensure your personal and medical information is kept confidential.

Quarantine Leave

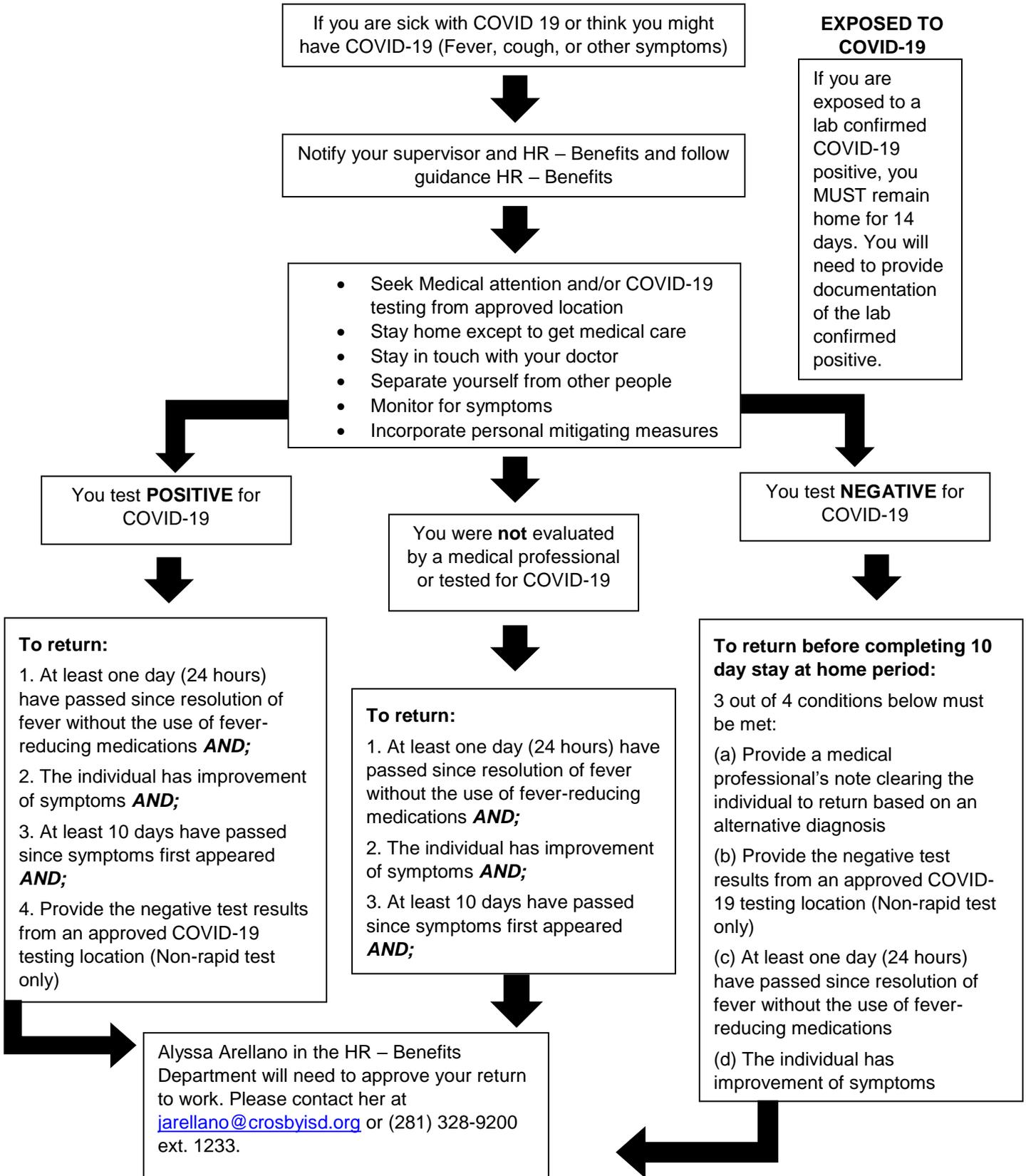
In the event that an employee tests positive for COVID-19, Emergency Paid Sick Leave (EPSL) will be utilized from the first day the employee was absent from work due to COVID-19. EPSL is available through December 31, 2020 and can only be accessible one time for a maximum of 80 hours. If an employee who has tested positive and needs to be out longer than the allotted hours, the employee may apply for Family Medical Leave, however this does not guarantee approval.

- If an employee received positive COVID-19 test results from their care provider, they should not return to work without a doctor's note releasing them.
- If the employee is not able to obtain a medical certification, they should alert the Human Resources Department.
- If an employee refuses to come to work without cause, they will be docked the amount of days missed and could be subject to consequences up to termination, as Crosby ISD employees are considered essential personnel.

Under the FFCRA, an employee qualifies for Expanded Family Medical Leave if the employee is caring for a child whose school or daycare is closed, childcare provider is unavailable, or is caring for an individual who is subject to quarantine related to COVID-19.

If you are running a fever of 100.0 °F or higher or feeling ill, you must notify your supervisor and Alyssa Arellano in the HR – Benefits Department and follow the flow chart below:

chart below:



Frequently Asked Questions

Q: Where do I find the guidelines for returning to my work location?

A: The Crosby ISD Employee Return to Work Guide is located on the Human Resources Department Webpage.

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

A: It is the employees' responsibility to self-screen each morning before reporting to work. All staff and visitors will be screened upon initial entry to the building to promote a healthy work environment and reduce the risk of transmission. 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 sign or symptoms of possible COVID-19: A measured temperature equal to or greater than 100.0°F, chills, close contact with a person who is lab-confirmed to have COVID-19, cough, diarrhea, feverish feeling, headache, loss of taste or smell, muscle pain, shortness of breath or difficulty breathing, sore throat.

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

A: Do not report to work. Please contact your supervisor and Alyssa Arellano at jarellano@crosbyisd.org for further instructions.

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

A: Please contact your supervisor and Alyssa Arellano at jarellano@crosbyisd.org for further instructions.

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

A: You will need to quarantine for 14 days from the date you receive your positive test results. After 14 days, you must follow up with your doctor to verify a negative test result before you may return to work.

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

A: Please contact Alyssa Arellano at jarellano@crosbyisd.org and your direct supervisor as soon as you have received your positive result. You will need to quarantine for 14 days from the date you received your positive test results. After 14 days, you must follow up with your doctor to verify a negative test result and inform Alyssa Arellano of your negative test results before you may return to work.

Q: I tested positive for COVID-19. I'm afraid I was in close 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 exposed. Please contact Alyssa Arellano at jarellano@crosbyisd.org for further instruction.

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

A: You will need to be cleared to come back to work. Please contact Alyssa Arellano at jarellano@crosbyisd.org for further instruction.

Q: I'm afraid I have been exposed to COVID-19 at work should I quarantine?

A: You should monitor for symptoms. Also, please know that all CISD employees are required to follow safety protocol such as wearing a mask/face shield, keeping social distance to minimize the spread of COVID-19.

Q: If I do not have a mask/face shield, where can I get one?

A: In the event that an employee does not have access to a mask/face shield, they can obtain one from the sanitation station at the front entrance. Please keep in mind that these resources are valuable.

Q: Am I allowed to use the microwave and coffee machine in the teachers lounge/work area?

A: No, the lunch/break areas will be closed until further notice.

Q: Where will I be able to eat lunch?

A: The lunch/break areas will not be available for use until further notice. You will need to eat in your office, in your car, or off site. Please refrain from having any food orders delivered into the buildings. When eating offsite, you must follow the guideline of reentering the building.

Additional resources

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

TRS – ActiveCare:

Aenta (use until 8/31/2020): <https://www.tractivecareetna.com/>

BlueCross BlueShield (available starting 9/1/2020): <https://www.bcbstx.com/tractivecare>

Texas Health and Human Services:

<https://www.dshs.state.tx.us/coronavirus/>

CDC - How to Protect Yourself & Others:

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

CDC - Symptoms of Coronavirus:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>