

Hello Crosby ISD Family,

Our Crosby ISD Board of Trustees approved an employee COVID-19 Leave Program last night. Superintendent Patterson would like to give a big THANKS to the Board for helping us navigate through these difficult times. This morning, we would like to share with you a few guidelines for the leave and also expectations for self-reporting COVID-19 cases.

Self-Reporting COVID-19

1. First, do whatever is best for you and your families when it comes to your safety and well-being. It will take all of us to keep ourselves and our communities healthy.
2. Staff members who have two or more COVID-19 symptoms or have tested positive for COVID-19 will be excluded from district buildings.
3. We ask you to fill out a self-reporting google form if you are staying out of the building due to symptoms or a confirmed COVID-19 positive test. Here is a link to the staff reporting [form](#). We ask that you complete this google form by 3pm on the first day you are absent from duty or within 30 minutes of receiving confirmation of a lab-confirmed positive COVID-19 test.
4. We also ask that you upload your positive test result so that we can update the district dashboard with the confirmed COVID-19 case.
5. FYI... the dashboard only reports positive COVID-19 cases from tests administered by a school nurse or another health care provider. At-home test results will not be included in the dashboard numbers.

COVID-19 Employee Leave Program

1. For employees who miss work after a COVID-19 positive test, the District will provide days for half of the time you are out, up to 5 days. To take advantage of the special leave program, you must provide proof of your COVID-19 positive test as administered by a school nurse or health care provider within 3 days of being out of work.
2. There will be a second form (in addition to the form mentioned in the self-reporting section) that must be completed to request the leave. You may use this [link](#) to submit your request days, once you return to campus.
3. To take advantage of the leave policy, you must provide proof of your COVID-19 positive test as administered by a school nurse or health care provider. At-home test results will not be accepted for the special leave program.

The forms mentioned above will also be linked inside the Human Resources section of the Crosbyisd.org home page.

If you want to make this email easily available, here are a few simple steps to save this email to your desktop for quick retrieval in the future.

1. Click on the file tab – top left in the menu bar.
2. Click Save As.
3. Browse for a path to save the email message to your desktop.
4. Assign the text file a name.
5. Click on Save button to download/save the select email message.

If you have further questions, you can reach out to the Human Resources department.

You can also refer to the protocols listed in the health and safety plan we emailed to all staff on August 9, 2021, posted [here](#) and on our home page.

Thanks,

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