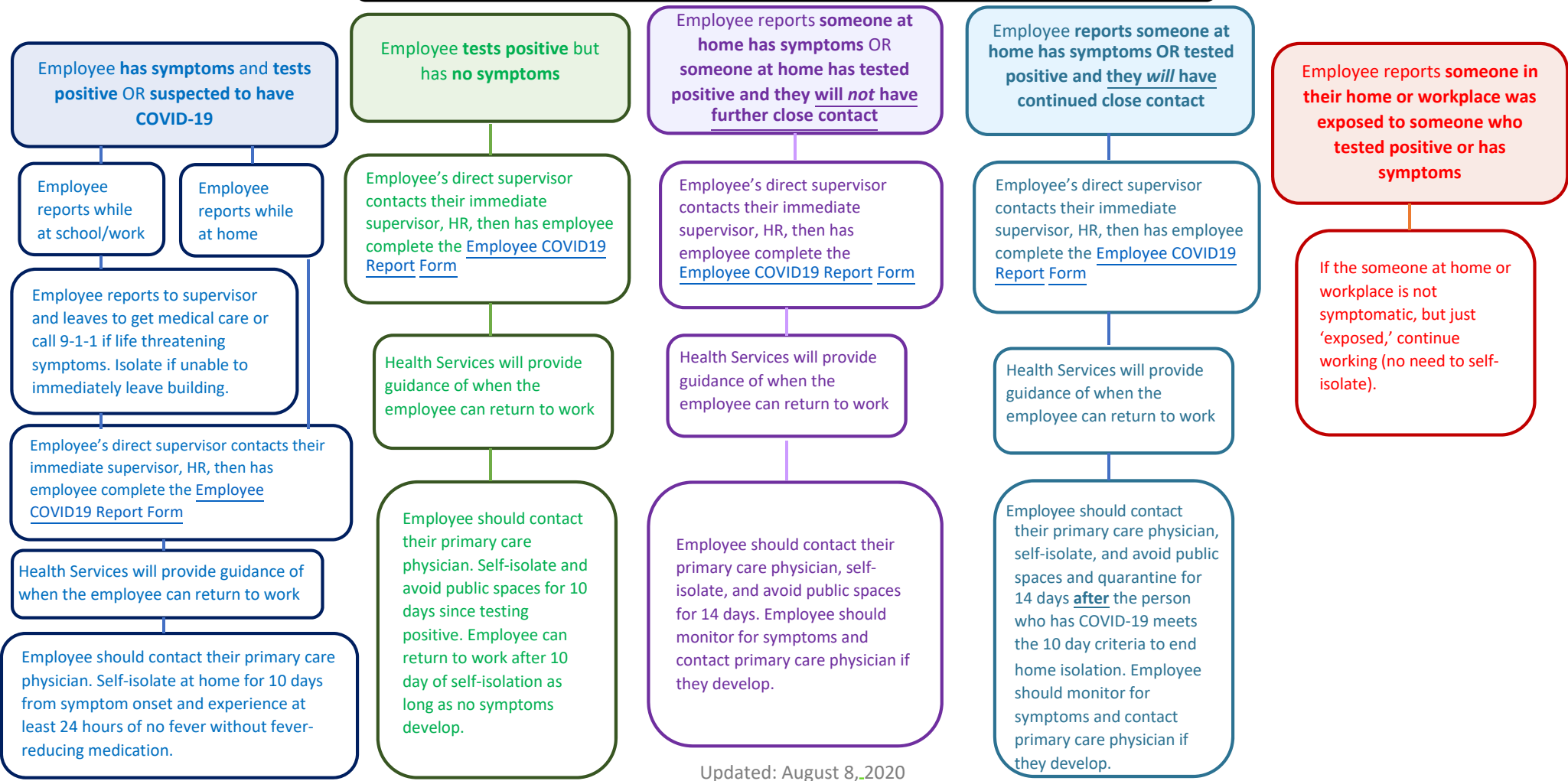


To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 minutes, or being in direct contact with secretions from the sick person.

Employee/Workplace Process Map for COVID-19



Updated: August 8, 2020

Employee/Workplace Process Map for COVID-19

(Updated 08/08/20)

To be considered as 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, being within six (6) feet of a sick person with the virus for at least 15 minutes, or being in direct contact with secretions from the sick person.

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

Employee reports while at school/work:

- Employee reports to supervisor and leaves to get medical care or calls 911 if life-threatening symptoms. Isolate if unable to immediately leave the building.
- Employee's direct supervisor contacts their immediate supervisor and HR, then has employee complete the [Employee COVID-19 Report Form](#).
- Health Services will provide guidance of when the employee can return to work.
- Employee should contact their primary care physician. Must self-isolate at home for 10 days from symptom onset and experience at least 24 hours of no fever without fever-reducing medication.

Employee reports while at home:

- Employee reports to supervisor and leaves to get medical care or calls 911 if life-threatening symptoms.
- Isolate if unable to immediately leave building.
- Employee's direct supervisor contacts their immediate supervisor and HR, then has employee complete the [Employee COVID-19 Report Form](#).
- Health Services will provide guidance of when the employee can return to work.
- Employee should contact their primary care physician. Must self-isolate at home for 10 days from symptom onset and experience at least 24 hours of no fever without fever-reducing medication.

Employee tests positive but has no symptoms:

- Employee's direct supervisor contacts their immediate supervisor and HR, then has employee complete the [Employee COVID-19 Report Form](#).

- Health Services 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 and they will not have further close contact.

- Employee's direct supervisor contacts their immediate supervisor and HR, then has employee complete the [Employee COVID-19 Report Form](#).
- Health Services 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 14 days. Employee should monitor for symptoms and contact primary care physician if they develop.

Employee reports someone at home has symptoms OR tested positive and they will have continued close contact

- Employee's direct supervisor contacts their immediate supervisor and HR, then has employee complete the [Employee COVID-19 Report Form](#).
- Health Services will provide guidance of when the employee can return to work.
- Employee should contact their primary care physician, self-isolate, and avoid public spaces and quarantine for 14 days after the person who has COVID-19 meets the 10-day criteria to end home isolation.
- Employee should monitor for symptoms and contact primary care physician if they develop.

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

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

Employee COVID-19 Report Form: www.birdvilleschools.net/staffcovidreport