



RETURN TO WORK EMPLOYEE GUIDANCE 2021- 2022



When notified of a confirmed COVID-19 case or that an employee suspects they have COVID-19 related symptoms notify the following:

1. Direct supervisor or campus principal
 - a. Supervisor will send out questionnaire to be completed by the affected employee with as much information as possible
 - b. Supervisor provides initial instructions as to the appropriate steps to be taken (e.g., isolation, quarantine)
2. The supervisor will contact Human Resources Director, Ms. Shelby Tims (stims@cityscapeschools.org), and copy:

Ms. Glenda Brannon (gbrannon@cityscapeschools.org)

Dr. Zaida Saldivar (zsaldivar@cityscapeschools.org)

Mr. David Tecuatl (dtecuatl@cityscapeschools.org)

For Persons with Suspected or Confirmed COVID-19 Cases (and have COVID-19 Related Symptoms)

If you have any symptoms of COVID-19 or are diagnosed with COVID-19, you will not be permitted to work until all three of the following criteria are met:

- 24 hours with no fever
- symptoms improved*
- 10 days have passed since symptoms first appeared

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

or:

- obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/COVID-19/>) that comes back negative for COVID-19

or:

- a doctor's note indicating an alternative diagnosis

For Persons Who Have Not Had COVID-19 Symptoms but Tested Positive

If you continue to have no symptoms, you can return after:

- 10 days have passed since test
- Depending on your healthcare provider's advice and availability of testing, you might get tested (a second time) to see if you still have COVID-19. If you are tested, you can be around others **after** you receive a negative test result.
- If you develop symptoms after testing positive, follow the guidance above *For Persons with Suspected or Confirmed COVID-19 Cases (and have COVID-19 Related Symptoms)*

For Unvaccinated Persons Who have had Close Contact with Someone Who Tested Positive for COVID-19 and have no Symptoms

- You can stop quarantine after 10 days without testing
- You can stop quarantine after 7 days after receiving a negative test, which is administered at least 5 days after the last close contact
- People who have tested positive for COVID-19 within the past three months and recovered do not have to quarantine or get tested again if they do not develop new symptoms
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

For Vaccinated Persons Who Have Had Close Contact with Someone Who Tested Positive for COVID-19 and have no symptoms

- According to the CDC, fully vaccinated employees are not considered a close contact.
- People who are vaccinated and have a known exposure to someone with COVID-19 should get tested three to five days after exposure and wear a mask for two weeks or until receiving a negative test result.

Return-to-work guidance cannot anticipate every unique situation. Therefore, please contact Mr. David Tecuatl, Chief Operating Officer, for further questions or concerns (dtecuatl@cityscapeschools.org)
