



# **SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES PLAN**



**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](mailto:stims@cityscapeschools.org)), and copy:

**Ms. Glenda Brannon** ([gbrannon@cityscapeschools.org](mailto:gbrannon@cityscapeschools.org))

**Dr. Zaida Saldivar** ([zsaldivar@cityscapeschools.org](mailto:zsaldivar@cityscapeschools.org))

**Mr. David Tecuatl** ([dtecuatl@cityscapeschools.org](mailto: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](mailto:dtecuatl@cityscapeschools.org))**

---