



SAFE RETURN TO IN-PERSON INSTRUCTION AND EMPLOYEE PROTOCOLS



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 at hr@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*
- 5 days have passed since symptoms first appeared or the date of testing

**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:

- 5 days have passed since test
- 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 or Vaccinated but Have Not Received a COVID Booster Persons Who have had Close Contact with Someone Who Tested Positive for COVID-19 and has no Symptoms

- You can stop quarantine after 5 days without testing
- 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 and Received a COVID Booster Persons Who Have Had Close Contact with Someone Who Tested Positive for COVID-19 and has no symptoms

- According to the CDC, fully vaccinated employees that have received a COVID booster are not considered a close contact.
- People who are vaccinated and have a known exposure to someone with COVID-19 should get tested five days after exposure and wear a mask for ten days 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)
