COVID ABSENCE REPORTING
January 4, 2021

- COVID related symptoms
- COVID positive
- Exposure/Contact outside of work with COVID positive/presumed positive person
- Quarantine due to personal travel
- Quarantine from Axiom Medical guidance

Employee will:
- Remain at home
- Use leave from employee’s leave bank (no virtual work option)
  * If FFCRA extended, first 10 days not charged to employees leave bank unless FFCRA utilized the first semester.
COVID ABSENCE REPORTING
January 4, 2021

Quarantined through contact tracing due to possible exposure at an HISD facility

Employee will:
- Remain at home
- Work virtually
- If unable to work virtually due to illness, leave begins from employee’s leave bank
  * If FFCRA extended, first 10 days not charged to employees leave bank unless FFCRA utilized the first semester.

*Quarantine due to contact tracing could result in a review to determine adherence to safety protocols while at an HISD facility.