



Procedural Guidelines for COVID-19 Exposure, Presumed or Confirmed Positive Individuals

This guideline will assist with implementation and management of reporting exposed, presumed or confirmed positive COVID-19 cases to Houston Independent School District's (HISD) Health and Medical Services Department (HMS). This guideline has been aligned with the Centers for Disease Control and Prevention and local public health authorities based on current knowledge about COVID-19. Evidence based practice is used to determine guidelines and is subject to change accordingly. Confidentiality must be maintained in relationship to COVID-19 information.

HISD students and employees must immediately notify the School Nurse, Principal, and/or immediate Supervisor of any exposure, presumed or confirmed positive COVID-19 case.

Symptoms of COVID-19:

- Feeling feverish or a measured temperature greater than or equal to 100.0°F
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Students/Employees must quarantine at home if any of the following applies:

- Have fever $\geq 100.0^{\circ}\text{F}$.
- Have a loss of taste or smell.
- Are confirmed positive for COVID-19.
- Display classic symptoms of COVID-19 (severe headache, cough, fever, diarrhea, loss of taste, loss of smell, severe fatigue, muscle aches). The individual should get tested for COVID-19 and provide results to School Nurse, Principal, or immediate Supervisor immediately upon receipt.
- Live with someone who is COVID-19 positive or presumed COVID-19 positive. Exception to this requirement applies to fully COVID-19 vaccinated individuals who are not having any symptoms. See *Quarantine/Isolation Timeframe #7*.
- Have been notified to be a close contact of either a presumed or confirmed COVID-19 positive person. Close contact is defined as being within 6 feet of someone presumed or confirmed COVID-19 positive for a total of 15 minutes or more in a 24-hour period starting from 2 days before illness onset (or 2 days prior to test specimen collection for asymptomatic individuals), until the time the patient is isolated. Exception to this requirement applies to fully COVID-19 vaccinated individuals who are not having any symptoms. See *Quarantine/Isolation Timeframe #7*.
- Awaiting COVID-19 test results.

Quarantine/Isolation Timeframe:

1. Confirmed COVID-19 Positive Case with symptom(s): Self-isolate for 10 days after symptom(s) onset.
2. Confirmed COVID-19 Positive Case without symptoms: Self-isolate for 10 days after day

- of testing.
3. Presumed COVID-19 Case (individual having one or more COVID-19 symptoms): Self-quarantine for 10 days after symptom(s) onset. See ***Return to Work/School Criteria 3.a*** for additional details on early return.
 4. Exposed to a Confirmed Positive or Presumed COVID-19 Case (Close Contact): Quarantine for 10 days after the last exposure date to the Confirmed COVID-19 Positive or Presumed COVID-19 Case. See ***Return to Work/School Criteria 4.b*** for additional details on early return. See ***Quarantine/Isolation Timeframe #7*** below, if individual is fully vaccinated.
 5. COVID-19 Vaccination: Individuals experiencing COVID-19 related symptoms, such as fever, fatigue, body aches, chills and/or headaches, after receiving a COVID-19 vaccine must self-quarantine for 48 hours or two (2) days from the start of symptoms. If symptoms continue after 48 hours or two (2) days, the individual quarantines under the Presumed COVID-19 Positive Case guidelines and requirements for Presumed COVID-19 return to work/school applies.
 6. Individuals who have tested positive for COVID-19 within the past three (3) months and recovered, are not required to quarantine or get tested again as long as the individual has not developed new symptoms. Proof of positive COVID-19 test result needs to be provided to determine immunity.
 7. Fully vaccinated individuals are those who have received one dose of Johnson & Johnson COVID-19 vaccine or the second dose of Pfizer/Moderna COVID-19 vaccine at least 14 days before exposure to a presumed or confirmed COVID-19 case. Fully vaccinated individuals exposed to a presumed or confirmed positive case, do not need to quarantine if not having any symptoms. Fully vaccinated individuals should test 3 – 5 days after exposure, even if not having any symptoms. Wear a mask/face covering when indoors in public for either 14 days from exposure or until a negative COVID-19 test result is obtained within 3 – 5 days from exposure. Proof of COVID-19 immunization needs to be provided to determine immunity.

Return to Work/School Criteria:

1. Confirmed COVID-19 Positive Case with symptom(s): Completion of self-isolation of 10 days after onset of symptoms and resolution of fever for at least 24 hours, without the use of fever-reducing medications, and with improvements of other symptoms (excluding loss of taste or smell as these two symptoms may remain longer). To determine return to work/school day, count 10 days from the day of onset of symptoms. Day 11 is the return to work/school day.
2. Confirmed COVID-19 Positive Case with no symptoms: Completion of self-isolation of 10 days after day of testing. To determine return to work/school day, count 10 days from the day of the test. Day 11 is the return to work/school day.
3. Presumed COVID-19 Case (individual having one or more COVID-19 symptoms): Completion of self-quarantine of 10 days after onset of symptoms and resolution of fever for at least 24 hours, without the use of fever-reducing medication, and with improvement of other symptoms (excluding loss of taste or smell as these two symptoms may remain longer). To determine return to work/school day, count 10 days from symptom onset. Day 11 is the return to work/school day.
 - a. Presumed COVID-19 Cases qualify for early return if the following documents are provided:
 - i. Negative COVID-19 test results after onset of symptoms

- and**
 - ii. Documentation from a physician/healthcare provider with a return to work/school date.
- b. Any close contacts quarantined solely on the basis of being exposed to a Presumed COVID-19 case, are eligible for early return once the presumed positive person is cleared based on the guidelines listed above (3.a.i and 3.a.ii).
4. Individuals not Fully Vaccinated and Exposed to a Confirmed Positive or Presumed Positive COVID-19 case:
- a. 10 Days: Completion of quarantine of 10 days after the last date the exposed individual had close contact with the confirmed COVID-19 positive or presumed COVID-19 positive individual. To determine return to work/school day, count 10 days from date of last exposure. Day 11 is the return to work/school day.
 - b. 7 Days: Exposed individuals who are not having any COVID-19 symptoms qualify for a 7-day quarantine period if the exposed individual obtains a negative COVID-19 test result taken five (5) days after last exposure date and continues with no symptoms. To determine return to work/school day, count 7 days from last exposure date. Day 8 is the return to work/school day.
 - c. If the confirmed COVID-19 positive or presumed COVID-19 positive individual resides in the same household as the exposed individual and complete self-isolation is not possible, the exposed individual's quarantine period starts after the completion of the confirmed COVID-19 positive or presumed COVID-19 positive individual's isolation time has ended.
 - d. Exposed individuals, regardless of quarantine time or COVID-19 vaccination status, should continue to watch for symptoms until 14 days have passed after the last exposure date with the affected individual. If the exposed individual develops any symptoms within these 14 days, the exposed individual must self-isolate and contact the School Nurse, Principal, immediate Supervisor and/or healthcare provider.
5. COVID-19 Vaccinations: Completion of self-quarantine of 48 hours or two (2) days after onset of symptoms and resolution of fever for at least 24 hours, without the use of fever-reducing medication, and with improvement of symptoms. To determine return to work/school day, count two (2) days from symptom onset. Day three (3) is the return to work/school day. Proof of COVID-19 immunization needs to be provided to School Nurse, Principal, or immediate Supervisor to determine immunity. Students must check in with the School Nurse before returning to school.

Contact tracing and [COVID-19 Reporting eForm](#):

- 1. Students/Campus-based Employees:
 - a. Students exhibiting COVID-19 like symptoms must be placed in the student health isolation pod (SHIP), away from others, until picked up by parent/guardian. The SHIP cannot be located inside the school clinic.
 - b. Employees exhibiting COVID-19 like symptoms must go home immediately after reporting to School Nurse, Principal, or immediate Supervisor. Employees must re-do the CheckIn2Work App.
 - c. The School Nurse investigates and begins the contact tracing process.
 - d. The School Nurse documents exposed, presumed, and confirmed COVID-19 cases in the current electronic health record.
 - e. For confirmed COVID-19 positive cases, the school nurse completes the [COVID-19](#)

- [Case Reporting eForm](#) within the same business day of notification. The COVID-19 Reporting eForm can be accessed from the HISD and HMS SharePoint site.
- f. For schools without a School Nurse, the Principal, or designee, is responsible to investigate and complete contact tracing within the same business day of a COVID-19 presumed/confirmed positive case. Confirmed COVID-19 Positive cases require a COVID-19 Case Reporting eForm completed within the same business day of notification. HMS Nurse Manager is available to support the Principal or designee with the COVID-19 process.
2. Central/Non-campus-based Employees
 - a. Employees exhibiting COVID-19 like symptoms must go home immediately after reporting to the immediate Supervisor.
 - b. Employees must re-do the CheckIn2Work App.
 - c. Confirmed COVID-19 Positive cases require a [COVID-19 Case Reporting eForm](#) completed by immediate Supervisor within the same business day of notification The COVID-19 Reporting eForm is accessed from the HISD and HMS SharePoint site. HMS COVID Nurse Manager is available to support with the COVID-19 process.

Communication of Closures and Quarantine due to COVID-19:

1. The School Nurse communicates with the parents/employees who are identified as exposed/presumed/confirmed COVID-19 case within the same business day. The School Nurse distributes the appropriate letter to affected individuals. Templates of the communication are maintained on the HMS SharePoint site. Confidentiality must be maintained.
2. Aggregate data of confirmed COVID-19 cases is maintained in the [HISD COVID-19 Dashboard](#).
3. The determination to close a campus, classroom, or subset of a classroom is made on a case-by-case basis by the Superintendent of Schools in consultation with HISD Health & Medical Services, Houston Health Department, and/or other applicable health entities. These decisions are based on all the evidence and totality of circumstances, and in alignment with guidance set forth by the Centers for Disease Control and Prevention (CDC).

Cleaning Guidance from Facilities, Maintenance and Operations Department

The cleaning and/or disinfecting of a building/school is determined by Facilities Maintenance and Operations Department upon receipt of a COVID-19 Case Report eForm. Each Plant Operation team has sprayers and incorporates the nightly fogging as a part of the custodial daily/nightly cleaning and sanitizing task.

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