



Procedural Guidelines for Exposure, Suspected, or Confirmed Positive COVID-19 Students, Employees and Visitors

This guideline will help streamline the process of reporting exposed, suspected, 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 recommendations and based on what is currently known about COVID-19 as well as input from local public health authorities. Information is subject to change as additional information becomes available. HISD operates under an abundance of caution in order to help slow the spread of this communicable disease. Remember the information gathered in the COVID-19 Case Report process is confidential and must be handled as such.

HISD students/employees must notify the School Nurse and/or Department Supervisor immediately to report exposure, suspected or confirmed positive COVID-19.

1. The School Nurse will contact the student/employee to investigate, complete the COVID-19 Case Reporting eForm, which will automatically notify the Nurse Manager, Facilities Management, Area Superintendent and Principal. The Case Reporting Dashboard and eForm is linked from the HMS SharePoint site. For schools without a School Nurse, the Principal will complete the COVID-19 Case Reporting eForm in collaboration with the HMS Nurse Manager.
2. In other non-school areas, the Department Supervisors/Managers will complete the COVID-19 Case Reporting eForm in collaboration with the HMS Nurse Manager.

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:

- Live with someone who is COVID-19 positive or presumed COVID-19 positive
- Have fever $\geq 100.0^{\circ}\text{F}$
- 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/Department Supervisor immediately upon receipt.
- Have a loss of taste or smell
- Are confirmed positive for COVID-19
- Have been notified that you are a close contact of either a presumed or confirmed positive COVID-19 person
- **Must quarantine at home while 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-isolate for 10 days after symptom(s) onset.
4. Exposed to a Confirmed Positive or Presumed COVID-19 Case (Close Contact): Quarantine for 10 days. **See below for details of return.**

Return to work/school/ criteria:

- 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.
- 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.
- Presumed COVID-19 Case (individual having one or more COVID-19 symptoms): 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 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.
 - 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 non-COVID-19 diagnosis and a return to work/school date.
 - 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).
- Exposed to a Confirmed Positive or Presumed Positive COVID-19 case, there are two additional options for how long quarantine should last for exposed people **without** symptoms:
 - Completion of self-quarantine for 10 days
 - Completion of self-quarantine for 7 days and a negative COVID-19 test result taken on or after day 5 from exposure date. If negative, may return on day 8.

After stopping quarantine, people should:

- Watch for symptoms until 14 days after last exposure date.
- If symptoms develop, self-isolate and contact their school nurse/supervisor or healthcare provider.

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 all affected individuals. Templates of the communication are maintained on the HMS SharePoint site. Confidentiality must be maintained.
2. The Principal communicates with the school community: Parents, Teachers and Staff about presumed/confirmed COVID-19 case within the same business day. Templates of the communication are maintained on the HMS SharePoint site. Confidentiality must be maintained.
3. The Principal communicates with the school community: Parents, Teachers and Staff about re-opening of school, as applicable. Templates of the communication are maintained on the HMS SharePoint site.
4. The cleaning and/or disinfecting of a building/school is determined by Facilities Maintenance and Operations (FMO) Department upon receipt of COVID-19 Case Report eForm and a confirmation email will be sent to HMS Department, School Nurse, Principal/Department Supervisor and Area Superintendent/Chief. Once the building/school has been cleaned and/or disinfected, FMO Department will submit a confirmation of completion email to HMS Department, Principal and Department Supervisor.

Cleaning Guidance from Facilities, Maintenance and Operations (FMO)

Campuses will be fogged nightly. Each Campus Plant Operation team will have sprayers and will incorporate the nightly fogging as a part of the custodial daily/nightly task. Cleaning/sanitizing will be a part of facilities' daily task. FMO will still receive the COVID-19 Case Report workflow emails.

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