



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 to be a close contact of either a presumed or confirmed COVID-19 positive person. **Close contact: being within 6 feet of someone presumed or confirmed COVID-19 positive person for a total of 15 minutes or more in a 24-hour period.**
- 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 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.
5. 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.

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-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.
 - 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 non-COVID-19 diagnosis and 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. 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 7day 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

- 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 self-isolation time has ended.
- d. Exposed individuals, regardless of quarantine time period, 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/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 reopening 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.

HMS Nurse Managers contact information:

Raquel Espino, respino@houstonisd.org

Charlotte Stephens, cstephe6@houstonisd.org

Lynda Robertson, lroberts@houstonisd.org

Judy Ricks, judy.ricks@houstonisd.org

Myrna "Sonia" Garcia, mgarci42@houstonisd.org

Laquisia Jones, ljones@houstonisd.org