

## Employee COVID-19 Procedures

### If any of the following symptoms or situations apply to you, please follow the steps below:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Close contact as defined by TEA ([www.LubbockISD.org/TEAHealthInfo](http://www.LubbockISD.org/TEAHealthInfo))
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

### Important!

Medical verification of a positive test or signs/symptoms are needed for leave to be reclassified under the COVID-19 protocol. Health Services Coordinator Paulett Rozneck must screen and clear you based on TEA guidelines so you can return to work safely.

### Next steps:

1. Please do not come to work.
2. Immediately notify your principal or supervisor.
3. Enter your absences as Sick Leave; it will be reclassified under COVID-19 protocol if verified by Health Services Coordinator Paulett Rozneck.
4. Your information will be shared with Health Services Coordinator Paulett Rozneck.
5. Health Services will contact you as soon as possible.
6. Be available to answer the phone for screening questions from Health Services and/or the City of Lubbock Health Department.

Teachers who are ordered to quarantine will be allowed to teach their students from home if they choose to do so. If a teacher teaches from home, leave balances will not be used or qualified for leave classified under the COVID-19 protocol.

**Teaching from Home Expectations**  
[www.LubbockISD.org/COVID19Teaching](http://www.LubbockISD.org/COVID19Teaching)

### Return to Work Criteria

#### Lab-Confirmed Positive Test

#### Signs/Symptoms; Not medically evaluated

#### Signs/Symptoms; Wants to return to work early

#### Non-COVID-19 Illness

- At least one day (24 hours) since recovery (no fever without medications)
- Improved symptoms
- At least 10 days since first symptom

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- Must have:
- Medical documentation of clearance to return to work OR
  - One negative COVID-19 test

Your principal or supervisor will be notified of the non-COVID-19 illness. You will continue to use your Sick Leave until you are well enough to return to work.