Safety and Guidance for Wayside Schools Employees

Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities.
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COVID-19 Related Absences should be reported to your Assistant Campus Operations Manager (ACOM) as soon as symptoms or exposure occurs. The ACOM will then report to the Principal and Operations Manager in order to properly reporting symptoms/exposure. An employee’s accrued state and local leave will be used to cover all COVID related absences.

Additional COVID-19 Absence Information

- If an employee receives positive COVID-19 test results from their health care provider, the employee should not return to work until 10 days after symptom onset as long as there has been an improvement of symptoms and are fever free for at least 72 hours without fever reducing medication.

- If the employee is not able to obtain a medical certification, the employee should alert the Human Resource Department.

- If an employee refuses to come to work without cause, the employee will be charged accrued state and local leave and may also be subject to negative employment actions. Wayside Schools employees are considered essential personnel and therefore must report to work when requested.

- Please refer to the Employee/Workplace Process Map for COVID-19 for additional guidance.
Q. If an employee believes they contracted COVID-19 while at work, do they qualify for Worker’s Compensation?

A. Coronavirus, like the flu and other communicable illnesses, is usually not covered by workers’ compensation. The Department of Labor has acknowledged that it is difficult to determine the precise moment and method of virus transmission.

Q. If an employee’s family member gets COVID-19 requiring the employee to quarantine, will the employee have to use their accrued leave?

A. The Network will require the employee to use accrued leave for any COVID related absences.

Q. If an employee is exposed to COVID-19 while at work will the employee have to use their accrued leave?

A. The Network will require the employee to use accrued leave. HR will determine if the employee’s essential job functions will allow for the employee to temporarily work from home. Any employee approved for short-term telecommuting will be required to complete the appropriate forms through HR.

Q. Will employees with underlying health conditions be required to physically report to work?

A. Employees will be required to be physically present unless network, state or local officials declare otherwise. Any request to work remotely due to underlying health conditions will be considered on a case-by-case basis by the HR department. Employees must be able to perform their essential job functions.
Q. Can a teacher with compromised immune system require a student to wear more PPE?

A. The Network will make reasonable efforts to provide the teacher with appropriate PPE. Notify your supervisor if you have a concern.

Q. Will employees be required to show a negative result for COVID-19 prior to returning to work?

A. If an employee received positive COVID-19 test results from their care provider, the employee should not return to work until 10 days after symptom onset as long as there has been an improvement of symptoms and they were fever free for at least 72 hours without fever reducing medication.

Q. Will employees be required after traveling outside of the state or country?

A. Wayside will continue to only quarantine scholars and staff members who have come in close contact with a confirmed COVID-19 case. Last week, we updated this policy to state that close contacts must quarantine the full two weeks, despite a negative COVID test. In addition, Wayside will continue to require a negative COVID-19 test or a two-week quarantine for scholars and staff members that travel out of the country, but not considered a close contact.
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DAILY COVID-19 SCREENING FOR STUDENTS, STAFF, PARENTS & VISITORS

In the last 48 hours, have you had any of the following symptoms unrelated to any other medical conditions that you already have?

<table>
<thead>
<tr>
<th>Yes No</th>
<th>Fever of 100.0º or above or felt feverish (could include alternating shivering &amp; sweating)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes No</td>
<td>Chills, shaking or exaggerated shivering</td>
</tr>
<tr>
<td>Yes No</td>
<td>Diarrhea</td>
</tr>
<tr>
<td>Yes No</td>
<td>Sore throat</td>
</tr>
<tr>
<td>Yes No</td>
<td>Headache</td>
</tr>
<tr>
<td>Yes No</td>
<td><strong>New</strong> or unexplained trouble breathing or shortness of breath</td>
</tr>
<tr>
<td>Yes No</td>
<td><strong>New</strong> or unexplained cough</td>
</tr>
<tr>
<td>Yes No</td>
<td><strong>New</strong> or unexplained fatigue</td>
</tr>
<tr>
<td>Yes No</td>
<td><strong>New</strong> or unexplained significant muscle aches</td>
</tr>
<tr>
<td>Yes No</td>
<td><strong>New</strong> or unexplained loss of taste or smell</td>
</tr>
</tbody>
</table>

| Yes No | In the past 14 days, have you been in contact with someone who has tested positive for COVID-19, **or** who has COVID-19, **or** is under evaluation for COVID-19? |

If you have answered YES to any of the above, you may not enter any Wayside Schools facilities until all of the following criteria have been met:

- At least 3 days (72 hours) have passed since recovery of fever without the use of fever-reducing medications,
- AND you have improvement in symptoms such as cough and shortness of breath,
- AND at least ten days have passed since symptoms first appeared.
- OR you may provide written clearance from a medical professional in order to return.

You or your parent/guardian should contact your primary care provider. Your doctor will make the decision if you should get tested for COVID-19.

If you do not have health insurance, you can still get tested for COVID-19 if your doctor or healthcare provider recommends it.

For information about testing, call your doctor and/or access medical care the way you usually would. If you need help finding a doctor or accessing medical care, call 2-1-1, and they will direct you to a low or no cost provider in your area.
To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering, or being in direct contact with secretions from the sick person.

**Employee/Workplace Process Map for COVID-19**

- **Employee has symptoms and tests positive OR suspected to have COVID-19.**
  - Employee reports while at school/work
  - Employee reports while at home
  - Employee reports to ACOM and leaves to get medical care or call 9-1-1 if life threatening symptoms. Isolate if unable to immediately leave building.
  - Employee’s ACOM contacts principal and Operations Manager. The operations manager will contact the Health Department, TEA and HR.
  - HR will provide guidance of when the employee can return to work.
  - Employee should contact their primary care physician. Self-isolate and avoid public spaces for 10 days since testing positive. Employee can return to work after 10 days of self-isolation as long as no symptoms develop.

- **Employee tests positive, but has no symptoms.**
  - Employee contacts ACOM, who then informs the principal and Operations Manager. The operations manager will contact Health Department, TEA and HR.
  - HR will provide guidance of when the employee can return to work.

- **Employee reports to ACOM someone at home has symptoms OR someone at home has tested positive.**
  - ACOM then informs principal and operations manager. Who will then informs the health department, TEA and HR.
  - HR will provide guidance of when the employee can return to work.

- **Employee has prolonged exposure to someone who has tested positive or has symptoms.**
  - ACOM then informs principal and operations manager. Who will then informs the health department, TEA and HR.
  - HR will provide guidance of when the employee can return to work.

- **Employee reports someone in their home or workplace was exposed to someone who tested positive or has symptoms.**
  - If someone at home or workplace is not symptomatic, but just ‘exposed,’ continue working (no need to self-isolate).

- **Employee should contact their primary care physician, self-isolate, and avoid public spaces for 14 days. Employee should monitor for symptoms and contact primary care physician if they develop. (May return sooner with negative test results or written medical clearance).**

- **Employee should contact their primary care physician. Self-isolate at home for 10 days from symptom onset and experience at least 72 hours of no fever without fever-reducing medication.**