



INTERNATIONAL LEADERSHIP OF TEXAS

CHECKLIST FOR SUSPECTED AND CONFIRMED
POSITIVE COVID-19 RESULTS OF ILTEXAS
EMPLOYEES/STUDENTS

UPDATED: SEPTEMBER 1, 2021

The following steps are to be taken when an employee or student has tested positive for COVID-19 or exhibits identified COVID-19 symptoms.

1. ____ The employee/parent or guardian shall immediately notify their Principal/Supervisor.
 - a. The Principal/Supervisor will tell the employee to contact Evah Montes in HR at HR.covid.info@iltexas.org and Nurse Karen Barnes at covidcare@iltexas.org
2. ____ The employee and/or student with positive COVID-19 test results will immediately isolate for ten days and will be asked to see a medical physician for a professional medical recommendation.
 - a. If an employee has been in close contact with someone with positive COVID-19 results, they will be required to get a COVID-19 test. It is recommended that a student receive a COVID-19 test but ILTexas must receive parental permission first. The employee shall notify Evah Montes in HR of their results at HR.covid.information@iltexas.org. When notifying HR, please use the following format in your subject line: ILTexas Campus Name - Employee Initials - COVID-19 test.
3. ____ Nurse Karen Barnes will contact the employee and will relay the information to Regina Jones and Evah Montes. Regina Jones will inform the Cabinet and Facilities Department as necessary. Campus nurses will contact the parents of the positive students.
4. ____ Nurse Karen Barnes and/or the Campus Nurse will conduct regular checks with the employees and/or students.

Principal/Supervisor:

1. ____ Once notified of a positive/suspected case of COVID-19, the Principal/Supervisor will text the following staff members to provide notification of the case. Eddie Conger, Area/Superintendent/Chief, Thomas Seaberry, Aaron Thorson, Jerry McCreight, Regina Jones, Caitlin Madison and Nurse Karen Barnes.
2. ____ Principal will send an email to their Area Superintendent/Chief, Thomas Seaberry, Caitlin Madison, Jerry McCreight, Aaron Thorson, Nurse Karen Barnes at covidcare@iltexas.org, Regina Jones at rjones1@iltexas.org, and HR.covid.info@iltexas.org. When notifying the listed staff, please use the following in your subject line: ILTexas Campus Name - Employee Initials COVID-19 (Positive, Test Results, Exposure-whichever applies).
3. ____ Principal's email should include the following information: Number of Category 1 students and/or staff, names of Category 1 students and/or staff, last date on campus of each Category 1 student and/or staff, room numbers/locations of anyone exposed to

Category 1 student and/or staff, contact information, dates tested, date symptoms began, any Category 1 patterns. (i.e. 4th student from the same 2nd grade class, 4 teachers who participated in same PLC meeting)

4. _____ The Principal/Supervisor is to give Nurse Karen Barnes the contact information (phone number and email address) for the employee with suspected/verified COVID-19 symptoms. Nurse Karen Barnes will take the lead to follow up with the employee to see which, if any, employees and/or students they were in contact with. Campus nurses will take the lead to follow up with the students to see which, if any, employees and/or students they were in contact with.
5. _____ The Principal is to collaborate with staff to complete contact tracing timeline. The comprehensive list of students and/or staff interactions and building locations visited prior to the positive testing and/or exposure will be submitted to the Area Superintendent/Chief and copy Nurse Karen Barnes at covidcare@iltexas.org, HR.covid.information@iltexas.org and Chief Regina Jones. Please ensure the Headquarters and Area personnel are included in the contact tracing assessment.
6. _____ If the Principal assesses the situation and determines that the campus requires a partial or complete shutdown based on the campus closure consideration criteria*, they will contact their Area Superintendent and make the recommendation. The Area Superintendent will work with the Chief Equity Officer to convene a Campus COVID-19 Debrief. The Principal will succinctly brief the required information in order**: If the Area Superintendent feels that a partial or complete shutdown is necessary, they will make that recommendation to the Deputy Superintendent. The Deputy Superintendent shall be responsible for determining any school closures. Attendees will be the Principal, Area Superintendent, Deputy Superintendent, Nurse Barnes, Chief Equity Officer, Chief Administrative Officer, Chief of Staff, Executive Director of Communications and Executive Director of Operations.
7. _____ Once contact tracing is complete, the Principal will notify all teachers, staff, and families of all students in a classroom or extracurricular or after-school program if a test-confirmed COVID-19 case is identified among students, teachers or staff who participated in those classrooms. Parents of students who were identified as Category 2 will receive a notification letting them know that our contact tracing has determined that their child was in close contact with a person who tested positive for COVID-19. Staff will also be notified if our contact tracing has identified them as Category 2. Refer to the Covid-19 communications templates compiled by the Executive Director of Communications for details.

General Notes:

1. Communication will be sent to additional necessary parties as determined by the Chief of Staff and Executive Director of Communications depending on the details of the individual case.
2. Staff members and/or students who were identified to be in close contact with an employee and/or student who has tested positive for COVID-19 will be recommended to get a COVID-19 Test. The employee shall notify Evah Montes in HR at HR.covid.info@iltexas.org of test results.
3. The Operations Department will clean all areas the employee and/or student visited beginning with the first date of symptoms or presumed exposure.
4. Nurse Karen Barnes will contact the local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act(FERPA).

***Campus Closure Consideration Criteria:**

Campus closure recommendations will be based on the following criteria to ensure adequate instructional and administrative coverage, and deter COVID-19 spread:

- Kindergarten thru 2nd Grade: A classroom will be closed when 3 or more students and/or staff test positive within a 5 calendar day period.
- 3rd thru 12th Grade: A classroom will be closed when 4 or more students and/or staff test positive within a 5 calendar day period.

Additional considerations must be made for 6th thru 12th grade students for movement of students between classes. Principals must ensure contact tracing identifies potential classrooms for closing. If it is determined a closure is necessary, communication will be shared that outlines a temporary online learning plan.

****Debrief Format Campus COVID-19 Debrief Format for possible closure:**

Line 1: Number of Category 1 Students or Staff

Line 2: Names of Category 1 Students of Staff

Line 3: Last date on campus of each Category 1 person

Line 4: Room numbers of locations exposed to Category 1 personnel

Line 5: Number of Category 2 students or staff

Line 6: Names of Category 2 students or staff

Line 7: Any Campus Category 1 patterns (i.e. 4th student from the same 2nd grade class, 3 positive students who ride the same bus, 4 teachers who participated in same PLC meeting)

Line 8: Any other pertinent information