INTERNATIONAL LEADERSHIP OF TEXAS

CHECKLIST FOR SUSPECTED AND CONFIRMED POSITIVE
COVID-19 RESULTS OF ILTEXAS EMPLOYEES
Updated February 11, 2021

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

Employee:
1.   The employee shall immediately notify their Principal/Supervisor. The Principal/Supervisor will direct the employee to work from home the following work day pending contact with HR. The Principal/Supervisor will also tell the employee to contact Evah Montes in HR at HR.covid.info@iltexas.org.

2. The employee with positive COVID-19 test results will immediately isolate for 10 days and will be asked to see their medical physician for professional medical recommendation. If an employee has been in close contact with someone with positive COVID-19 results they will immediately quarantine for 10 days, unless they have previously been in Category 1 and are asymptomatic. If they've been in close contact and been told to quarantine, an employee must get tested immediately. The employee shall notify Evah Montes in HR of the results of their test at HR.covid.info@iltexas.org. When notifying HR, please use the following format in your subject line: ILTexas Campus Name – Employee Initials – COVID-19 Test.

3. The Nurse Coordinator will contact the employee and will relay the information gathered to Regina Jones and Evah Montes. Regina Jones will inform the cabinet and Facilities Department as necessary.

4. The Nurse Coordinator and/or Campus Nurse will conduct regular checks with the employee.

Principal/Supervisor:
1. Once notified of a positive/suspected case of COVID-19, the Principal/Supervisor will send an email to their Area Superintendent/Chief, Thomas Seaberry, Caitlin Madison, Jerry McCreight, Aaron Thorson, Nurse Karen Barnes at kcanadybarnes@iltexas.org, Regina Jones at rjones1@ILtexas.org, and HR.covid.info@ILtexas.org. When notifying the listed folks, please use the following format in your subject line: ILTexas Campus Name – Employee Initials – COVID-19 (Positive, Test Results, Exposure – whichever applies). They will include in this email whether the identified person is located on campus or virtual, and if they are able to work virtually during the period of time they are out due to COVID-19.

2. The Principal/Supervisor is to give Nurse Coordinator Karen Barnes the contact information (phone number and email address) for the employee with suspected/verified COVID-19 symptoms. Nurse Coordinator Barnes will take the lead to follow up with the employee to see which, if any, employees they were in contact with.

3. As soon as the Principal has received word from Nurse Coordinator Karen Barnes that someone on their campus has tested positive for COVID-19, they are to coordinate with the Executive Director of Communications Caitlin Madison and communicate with their campus staff and parents the news that there is a positive case.

4. The Principal/Supervisor is to collaborate with staff to complete a contact tracing timeline. This comprehensive list of student/staff interactions and building locations visited prior to the positive testing and/or exposure will be submitted to Area Superintendent/Chief and copy Karen Barnes, HR.covid.info@iltexas.org and Regina Jones. Please ensure that Headquarters and Area personnel are included in the contact tracing assessment.

5. If the Principal assesses the situation and determines that the campus requires a partial or complete shutdown, 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 following information in order*: number of Category 1 students or staff, names of Category 1 students or staff, Last date on campus of each Category 1 person, number of Category 2 students or staff, names of Category 2 students or staff, room numbers of locations exposed to Category 1 personnel, then any other pertinent information. 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 Coordinator, Chief Equity Officer, Chief Administrative Officer, Chief of Staff, Executive Director of Communications and Chief Operations Officer.

6. Once contact tracing is complete and all information has been gathered, then the Principal will send out another communication to all staff and parents letting them know the results of their findings. This should include grade levels affected, whether it's a student or staff member, the number of category 1 or category 2 people, and any other pertinent information regarding quarantine. Refer to the COVID-19 communications templates compiled by the Executive Director of Communications for details.

General Notes:
1. Communication will be sent to 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 who were identified to be in close contact with an employee who has tested positive for COVID-19 will work from home for at least the following work day after notification. The employee shall notify Evah Montes in HR at HR.covid.info@iltexas.org.

3. If the confirmed positive staff member was on any ILTexas premises within 24 hours of positive testing, the contingency/closure plan will be implemented based on guidance from the Superintendent. Individual campus situations will be considered.

4. The Facilities Department will clean all areas the employee visited beginning with first date of symptoms or presumed exposure.

5. The Nurse Coordinator 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 COVID-19 Debrief Format

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: Number of Category 2 Students or Staff
Line 5: Names of Category 2 Students or Staff
Line 6: Room numbers of locations exposed to Category 1 personnel
Line 7: Any other pertinent information