Should I report a suspected or confirmed diagnosis of COVID-19?

• In order to maintain a safe work environment and prevent the spread of the infection, an employee has a duty to report a suspected or confirmed infectious disease to the District.

• In response, the District will initiate the public health contact tracing process.
What is contact tracing?

- Contact tracing is a disease control measure to identify persons who may have been exposed to an infectious disease (COVID-19, flu, etc.) and alert their close contacts of their exposure.

- Trained Health Services staff will help the employee recall everyone who the employee had close contact with while they were infectious.

- Health Services staff will notify the person(s) who may have been exposed (contacts) as quickly as possible to prevent additional spread of the disease.
Who is a close contact?

Someone who was . .
• within 6 feet of an infected person
• for a cumulative total of 15 minutes or more
• over a 24-hour period
• starting 2 days before illness onset
• until the time the patient is isolated.
Is health-related information confidential?

- Contact tracing is a private process.
- An employee’s personal information may not be released to the public or shared with individuals who may have come in close contact with an infected employee.
- Employees are prohibited from disclosing confidential information about employees or students. [See DH (EXHIBIT)]
How do I report a suspected or confirmed diagnosis of COVID-19?

• Within 24 hours, submit a Staff COVID-19 Reporting Form at https://records.dallasisd.org/Forms/ContactTracingForm
• The form is accessible online 24 hours a day, seven days a week.

• If the employee notifies his or her supervisor, the supervisor must notify Health Services within 3 hours of receiving the notification from the employee.
What happens after I file a report?
Health Services Contacts the Reporting Employee

- Directs the employee not to return to work.
- Inquires about current health symptoms.
- Determines other employees who the employee had close contact within the workplace two (2) days before symptoms began or two (2) days before positive test results.
- Documents the last time the employee was onsite at a District location.
- Provides employee with information on quarantine or isolation requirements and return to work protocols.
Health Services Contacts Potentially Exposed Employees

• Directs the employee not to return to work, if needed.
• Inquires about current health symptoms.
• Determines other employees who the employee had close contact within the workplace.
• Documents the last time the employee was onsite at a District location.
• Provides employee with information on quarantine or isolation requirements and return to work protocols.
The Benefits Department Contacts the Employee

- Reviews leave of absence options
- Discusses Americans with Disability Act (ADA) accommodations
- Places employee on quarantine/isolation status in Oracle
The Environmental Health and Safety Department Conducts an Intensive Cleaning

• An intensive cleaning using an Environmental Protection Agency (EPA) industrialized germ spray will be conducted to exposed areas.

• Employees may be asked to discontinue use of the exposed workspace and common areas until a clean notice is posted.
What resources are available?

**Health Services – COVID-19 Reporting, Contact Tracing, Return to Work**
- (972) 925-4211
- COVID19@dallasisd.org
- Reporting Form: [https://records.dallasisd.org/Forms/ContactTracingForm](https://records.dallasisd.org/Forms/ContactTracingForm)

**Benefits Department – Leaves, ADA Accommodations**
- (972) 925-4300
- Benefits@dallasisd.org
- [www.dallasisd.org/benefits](http://www.dallasisd.org/benefits)

**Re-entry Information**
- [www.dallasisd.org/educationevolution](http://www.dallasisd.org/educationevolution)