**2020-2021Coronavirus(COVID-19) Absences and Leave Protocol**

**During the COVID-19 pandemic: Mesquite ISD will follow the guidelines listed below:**

**Employees of school systems, like employees of any organization must continue to meet the work expectations set by their employers, subject to any applicable employment contract terms.**

1. If at any point during the working day the employee exhibits symptoms of illness regardless of nature; they are to be sent home immediately.
	1. Refer to [**“2020-2021 COVID-19 Daily Symptom Screener”**](https://drive.google.com/drive/folders/1wuDSuNHs1OSlzIsQUnoeRdJtXJb9-2yL)
	2. It is recommended that the employee contact their Primary Care Physician for guidance.
2. Any employee who **experiences symptom**s of COVID-19, **lives in the same home** as someone who has **tested positive** for COVID-19 and/or **have been diagnosed** with COVID-19 should self-quarantine until the below conditions have been met:
	1. Report this information to your direct supervisor or campus nurse.
	2. Your direct supervisor or campus nurse will contact Macey Dossey (Director of Health Services).
		1. Phone 972-882-7355
		2. Email mdossey@mesquiteisd.org
	3. at least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications);
	4. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
	5. at least ten days have passed since symptoms first appeared
3. In the case of an individual who **has symptoms** that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
4. If the individual has symptoms that **could be** COVID-19 and wants to return to school before completing the above stay at home period, the individual must either:
	1. obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis or
	2. Obtain an acute infection test at an approved testing location ([https://tdem.texas.gov/covid-19/](https://tdem.texas.gov/covid-19/.))that comes back negative for COVID-19.
5. If an employee is **suspected of COVID-19 exposure**, as long as the employee is asymptomatic, they may report to regular duties wearing a face covering and practice social distancing.
	1. Report this information to your direct supervisor or campus nurse.
	2. Your direct supervisor or campus nurse will contact Macey Dossey (Director of Health Services).
		1. Phone 972-882-7355
		2. Email mdossey@mesquiteisd.org
	3. If social distancing is not possible, refer to your campus administration and personnel regarding leave.
6. Personnel: Contact personnel to inform them of your situation and for further instructions related to documenting your leave.
	1. 972-288-6411
	2. See: [**“Employee Rights- Paid sick leave and expanded family and medical leave under the families first coronavirus response act.”**](https://drive.google.com/drive/folders/1MxnsmmEEFnI7ldbwYQWSzjoI3O9P4AU_)