

# KISD COVID-19 EMPLOYEE FLOWCHART

EFFECTIVE AUGUST 12, 2020

**SYMPTOMATIC**

**EMPLOYEE**  
REPORTS SYMPTOMS OR  
FAILURE OF SELF-SCREEN  
TO SUPERVISOR & HR  
EMAIL: [COVIDHR@KILLEENISD.ORG](mailto:COVIDHR@KILLEENISD.ORG)

**EMPLOYEE**  
MUST MEET RETURN TO  
WORK CRITERIA\*\* BEFORE  
RETURNING TO WORK  
\*\*SEE CRITERIA

**IF EMPLOYEE TESTS  
POSITIVE FOR COVID-19**  
Please proceed with the LAB  
CONFIRMED portion of this  
document

**POSSIBLE  
CLOSE  
CONTACT**

EMPLOYEE  
**IS**  
WEARING A  
MASK

NO  
ISOLATION  
IS  
REQUIRED

EMPLOYEE  
**IS NOT**  
WEARING A  
MASK

EMPLOYEE MUST  
**ISOLATE FOR 14  
DAYS AND MEET  
THE RETURN TO  
WORK  
CRITERIA\*\***

**HR**  
PROCESSES ALL  
LEAVE  
REQUESTS

**\*\* RETURN -TO-WORK CRITERIA**

- 24 hours with no fever;
- Symptoms improved; AND
- 10 days since 1st symptom;

OR

- Obtain an acute infection test that comes back negative for COVID-19;

OR

- A doctor's note indicating an alternate diagnosis



**LAB-CONFIRMED  
COVID-19 POSITIVE**

**EMPLOYEE** REPORTS TEST  
RESULTS TO HR, SUPERVISOR  
and **CAMPUS NURSE**  
HR EMAIL:  
[COVIDHR@KILLEENISD.ORG](mailto:COVIDHR@KILLEENISD.ORG)

**CLEANING  
SERVICES  
NOTIFIED AND  
CAMPUS DEEP  
CLEANED**

**CAMPUS:**  
EMPLOYEE IDENTIFIES  
POSSIBLE CLOSE CONTACTS  
TO NURSE/ADMIN POC

**NURSE/ADMIN  
POC FILLS OUT  
COVID TRACKER  
ALERTS BCHD**

**CAMPUS STAFF:  
COMMUNICATIONS**

**SUPERVISOR**  
Calls Executive  
Leader/CLO or CAAG-  
level Admin

**PRINCIPAL**  
Completes notification  
letters (all staff & close  
contact, if needed) and  
**SENDS TO CLO.**

**PRINCIPAL**  
Emails entire staff and  
students on campus