TEXAS SCHOOL FOR THE DEAF
COVID-19 Workplace Place
Guidelines

PURPOSE: To establish guidelines governing the administration of TSD’s Employee Response to COVID-19.

SCOPE: These guidelines apply to all Texas School for the Deaf employees.

RESPONSIBILITY: The Human Resources Director, in conjunction with agency managers, will be responsible for ensuring compliance.

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I. Introduction.

The health and safety of our employees and students is a top priority, and, in these unprecedented times, this priority continues to guide our decisions. This document establishes guidelines that both employees and managers must follow in employment related areas as the agency resumes normal operations.

II. Failure to Comply With Workplace Safety Requirements

For the safety of our students and staff, it is imperative that all staff follow the workplace safety requirements. Failure to do so may result in individuals being needlessly exposed to COVID-19.

Employees who do not comply with the workplace safety requirements will be sent home and may be placed on leave without pay. Employees who continue to disregard workplace safety requirements may receive additional disciplinary action, up to and including termination.

III. Workplace Safety Requirements

A. Badge IDs Required At All Times

To facilitate both safety and contact tracing, all TSD staff, TFC staff and contractors working on TSD grounds must wear their ID badge and use their Badge ID reader to enter campus and buildings. Any individual who does not have their Badge ID reader will not be permitted entry.

B. Masks

All employees are required to wear masks while on campus or at any TSD event. Employees may only remove masks if they are in a space where they are alone, such as an office, and must put their mask back on when leaving the area or when another individual enters the space.

C. Social Distancing

Employees will maintain a minimum of 6 feet between themselves and any other person whenever possible.

D. Handwashing/Hand Sanitizer

All employees must, in accordance with CDC guidelines, wash their hands and/or use hand sanitizer when hand washing isn’t practical. Each work area will be provided with a hand sanitizer station and all employees will be provided with time to wash/sanitize their hands throughout the work day.

E. Disinfecting workplace

All employees must, in accordance with department standards, disinfect their work space throughout and prior to ending their work day.

F. Required Daily Self-Assessment

All TSD staff working on campus, transporting students or working at an off-campus event are required to complete TSD’s online daily self-assessment at least one hour
prior to reporting to work. Employees who have not completed the self-assessment may not enter the campus.

Managers will review self-assessment data prior to the beginning of each shift and will provide Security with a list of employees who have not completed the self-assessment or who have indicated that they are experiencing one or more of the symptoms listed below. These individuals will not be allowed to enter campus.

Managers will contact each individual who indicates he/she is experiencing one or more of the symptoms listed below to reinforce that they may not enter the campus. Employees whose symptoms are not COVID-19 related may be required to submit medical documentation to their supervisor and HR prior to entering the campus.

**The self-assessment may be accessed at:**
https://www.tsd.state.tx.us/apps/pages/TSD_Mandatory_Self-Assessment

**Employees may also find the self-assessment from the TSD webpage:**

Each employee will be required to respond to the following questions daily:

- **Have you experienced any of the following in the past 24 hours:**
  - Feeling feverish or have a measured temperature greater than or equal to 100.0 degrees Fahrenheit.
  - Cough (not related to allergies or other chronic conditions you may have)
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain (not related to other health conditions you may have)
  - Headache/Body Aches (not related to allergies or other chronic conditions you may have)
  - Sore throat (not related to allergies or other chronic conditions you may have)
  - Diarrhea
  - Loss of taste or smell
  - Have you been exposed to someone being tested for or who has tested positive for COVID-19 or who has symptoms compatible with COVID-19?
  - Are any members of your household or anyone that you have recently had close contact with on quarantine for exposure to COVID-19?

Staff working remotely do not need to complete the assessment except on days when they will be on campus.

**G. Change in health status during work day**

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Employees who complete the daily assessment with no symptoms of COVID-19 but later develop symptoms must:

1) Immediately remove themselves from campus; and
2) Notify their supervisor or division director and Human Resources.

If the employee is working with or supervising students, they must notify their supervisor or division director prior to leaving campus to ensure student safety.

H. Visitors and Personal Food Deliveries

Visitors – During the on-going pandemic, TSD has temporarily suspended visitors to campus. Parents are discouraged from visiting campuses other than drop-off and pick-up. If a parent believes that an on-campus visit is imperative for understanding his/her child’s educational programming, the parent may schedule a conference or observation with campus administrators giving at least 48 hours’ advance notice. Personnel of other governmental entities and contractors of TSD will be encouraged to conduct business via phone or video conference. Meetings that must be conducted in-person must be scheduled in advance through a TSD administrator, and these persons will be admitted to campus only after completing a COVID-19 screening procedure.

Personal Food Deliveries – Personal food delivery services will not be permitted on campus. Staff may meet delivery personnel off campus.

III. Manager Responsibilities

Managers are responsible for:

- **Safe Work Areas**
  - Review work areas for exposure vulnerabilities, making changes as needed to reduce the possibility of exposure.

- **Self-Assessment**
  - Reinforcing the need to complete the daily self-assessment for symptoms of illness.
  - Review the daily self-assessment data to ensure that all staff on campus have completed the required action. Following up with employees who did not complete the self-assessment or answered yes to any question on the self-assessment.
  - Work with Human Resources to support staff reporting illness and contact tracing.

- **Workplace Safety Measures**
  - Monitoring adherence to social distancing, hygiene and screening protocols.
  - Monitoring and assessing employees’ return to campus and, where necessary, adjust schedules and concerns to meet employee needs
  - Implement corrective actions when staff or visitors do not comply with safety measures.
  - Encouraging open dialogue to address concerns and reinforce expectations.

- **High Risk Individuals**
  - Work with Human Resources to support high risk individuals including supporting accommodations where needed, appropriate and available.

- Maintaining regular consultations with division director; checking for updates from senior leadership, including emails, and updating direct reports.
• Maintaining a current contact listing of direct reports.
• Monitor individuals within their areas. This may include external parties including contractors or vendors working on campus. In the event of illness, this list will help identify people with whom positive cases may have been in close contact.

IV. Suspected/Confirmed Exposure or Infection of COVID-19.

A. Any employee who has been exposed to a COVID-19 positive individual or an individual suspected of having COVID-19:

1. Must remain off campus for 14 calendar days
2. Must notify his/her supervisor and Human Resources as soon as possible.
3. Should self-quarantine for 14 calendar days.

B. Any employee who has COVID-19 symptoms or a positive COVID-19 test:

1. Must remain off campus until at least 10 days from the date they received the test results and are symptom free
2. Must notify his/her supervisor and Human Resources as soon as possible.

If the employee becomes sick at work, the employee will be sent home

V. Leave

All contract and classified TSD employees who are required to be in quarantine due to COVID-19 (with or without infection) will be eligible for leave under the Families First Coronavirus Response Act (FFCRA).

1) Two weeks (up to 80 hours) of **paid sick leave at the employee’s regular rate of pay** (not to exceed $511 per day) where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

2) **Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay** (not to exceed $200 per day) because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Contract or classified Employees who have worked for the State of Texas for a minimum of 30 days are eligible for:

1) **Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay** (not to exceed $200 per day) where an employee is
unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. **Does not apply to voluntary homeschooling. Staff may be required to provide documentation.**

Employees may use their accrued leave to cover time not included in the FFCRA provided leave.

Inquiries or requests related to FFCRA must be addressed to the Benefits Coordinator.

**VI. Contact Tracing**

To the extent possible, TSD will conduct contact tracing and provide notification. Once notified that an employee has been exposed to someone who exhibits symptoms consistent with COVID-19, has tested positive for COVID-19, or who has been exposed to someone who has or may have COVID-19, Human Resources will conduct an assessment of the employee’s contact with others, including identifying their entry into the campus and buildings through the use of their Badge ID reader. Human Resources will work with the Health Center which will conduct contact tracing related to students.

1) The employee will be notified that the school will let individuals with whom the employee has had close contact know of the diagnosis without identifying the employee by name. It should be noted that some individuals may discern the identity based on context.

2) The employee will be asked the following:
   a. What has your work schedule/work day been like the past 14 days (i.e. what percentage of the days were spent on which tasks and in which areas/locations)?
   b. With whom did you work in close proximity (six feet or less) within the last 14 days?
   c. Have you shared materials or supplies with other employees in the last 14 days? If so, when, where, and with whom?
   d. Have you spent time in any community shared spaces (restrooms, break rooms, etc.) at work in the last 14 days? If so, when, where, and with whom?
   e. Have you attended any meetings on or offsite in the last 14 days? If so, when, where, and with whom?

3) **Voluntary Identification:** While employees may choose to identify themselves to other employees, they may not waive the school’s confidentiality standards.

**VII. Notification of Exposure**

1) The school will send a notification of possible exposure to each individual identified as having had contact with the affected individual. For students, a notice will be shared with parent(s).

2) **Questions from co-workers:** When a co-worker inquiries about who has been diagnosed with the infection because they are concerned they had close contact, Human Resources will contact the employee to ask if he/she believes such contact occurred. The employee’s name will not be shared with the co-worker.
VIII. Worker's Compensation

Currently COVID-19 is classified as an “ordinary disease of life to which the general public is exposed outside of employment” and may not be compensable under the Worker’s Compensation plan. However, the agency’s Worker’s Compensation provider (State Office of Risk Management (SORM)) has advised that employees who believe their exposure is related to their employment should file a claim to SORM for further investigation. These claims must be made through the agency’s Benefits Coordinator.

IX. COVID-19 Employee Return to Work Self-Certification Form

Employees returning from quarantine (with or without having COVID-19) must complete the self-certification form located at the end of this procedure.

Forms must be provided to the Supervisor prior to beginning work. Supervisors will send the completed form to Human Resources.

X. High Risk Employees

A high-risk employee for purposes of COVID-19 is defined as older individuals (age 65+) and individuals with pre-existing conditions, including those who are immunocompromised.

As with any non-COVID-19 related scenario, it is the employee’s responsibility to inform the agency of a need for an accommodation. Individuals who determine that they need an accommodation related to COVID-19 may notify their supervisor and/or Human Resources in writing or verbally. When a supervisor receives notification of a need for an accommodation, they should forward that information to the Benefits Coordinator.

Upon receiving a request for an accommodation, Human Resources will contact the employee to gather information related to the reason for the accommodation, collect medical documentation if needed, determine if the employee is able to complete the essential functions of their position with an accommodation, discuss possible accommodations the employee may have in mind and then work with the supervisor to determine what the agency can provide. It is important to note that an accommodation is designed to permit an employee to complete the essential functions of his/her position.

Possible accommodations may include remote work (when the employee’s position supports this option) or providing a separate workspace for the employee when space is available and the employee’s position supports it. If the agency is unable to provide an accommodation that meets the employee’s needs and the employee is unable to complete the essential functions of their positions, the employee may be eligible to take up to 12 weeks of unpaid leave. An employee who cannot complete the essential functions of their position with an accommodation may be considered for reassignment if available or termination.
XI. Temporary Remote Work

All staff whose positions can support remote work should do so in order to limit the number of individuals on the campus. This is a temporary measure to support the health and welfare of students and staff on campus. An employee working remotely will be required to begin working on campus at the direction of the Superintendent, division director, or his/her supervisor.

Any individual working remotely must have a completed and approved Interim Remote Work Agreement filed with his/her supervisor. The agreement must contain expectations and a communication plan.

Approved:

______________________________________________  ________________________
Claire Bugen, Superintendent                        Date

Adopted:

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TEXAS SCHOOL FOR THE DEAF
COVID-19 EMPLOYEE SELF-CERTIFICATION TO RETURN TO WORK

Employee Name (please print): ______________________________________________________
______________________________________________________________________________

Department: ____________________________________________________________________
______________________________________________________________________________

I, ____________________________, attest to the following:

I have had no fever for at least three days without taking medication to reduce fever during that time.

Date of last fever of 100.0 degrees or higher: _____________________

My respiratory symptoms (cough and shortness of breath) have improved.

Date respiratory symptoms began improving: ________________ (write N/A if no symptoms present)

At least ten days have passed since my fever and/or respiratory symptoms began.

Date fever and/or respiratory symptoms began: _____________________

I had a positive COVID-19 test (with or without symptoms) on _______________.
(Employee may return after 10 days have passed from the date of the positive result)

Employee name: ________________________________________________________________

Employee signature: _____________________________________________________________

Today’s date: __________________________________________________________________

Date returned to work: __________________________________________________________________
Receipt Acknowledgment
COVID-19 Workplace Guidelines

I, ______________________________, have received and read the TSD COVID-19 Workplace Guidelines.

I understand that I must comply with all of the guidelines, including but not limited to:

- Wearing a mask while on campus
- Practicing social distancing where possible (not less than 6 feet apart)
- Using my Badge ID reader to enter campus and buildings
- Completing the online Daily Self-Assessment daily at least one hour prior to arriving on campus
- Practicing good hygiene measures by regularly washing my hands and/or using hand sanitizer while on campus
- Refraining from reporting to work when ill, having been exposed to COVID-19 or if I test positive for COVID-19
- Notifying my supervisor and Human Resources if I have been exposed to COVID-19, develop symptoms of COVID-19 or test positive for COVID-19
- Cooperating with contact tracing efforts when needed

I understand that failure to comply with any of the guidelines may result in my being subject to disciplinary action, up to and including termination and that failure to have and use my Badge ID reader will result in my not being permitted to enter the campus.

__________________________________________
Employee Name

__________________________________________    __________
Employee Signature       Date

This signed receipt must be returned to Human Resources within 7 days of receiving these guidelines.

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Receipt Acknowledgment
COVID-19 Workplace Guidelines
Non-TSD Staff

I, ________________________________, have received and read the TSD COVID-19 Workplace Guidelines.

I understand that I must comply with all of the guidelines, including but not limited to:

- Wearing a mask while on campus
- Practicing social distancing where possible (not less than 6 feet apart)
- Practicing good hygiene measures by regularly washing my hands and/or using hand sanitizer while on campus
- Using a Badge ID reader to enter campus and buildings
- Refraining from reporting to TSD’s campus when ill, having been exposed to COVID-19 or if I test positive for COVID-19
- Notifying my supervisor if I have been exposed to COVID-19, develop symptoms of COVID-19 or test positive for COVID-19
- Cooperating with contact tracing efforts when needed

I understand that failure to comply with any of the guidelines may result in my being removed from the TSD campus and that not having and using my Badge ID reader will result in my not being permitted to enter the campus.

________________________________________
Name

________________________________________   ______________
Signature                                    Date

This signed receipt must be returned to TSD Human Resources within 7 days of receiving these guidelines.

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