

# BEAUMONT ISD Employee Process Map for COVID-19 2022-2023

School Year

## COVID-19 Reporting Form

Employee has symptoms of COVID-19

Employee Re-Entry

If the employee chooses not to get evaluated by a medical professional or rapid tested for COVID-19, employee may return to work after **5 days** have passed from symptom onset and at least 24 hours with no fever, without the use of fever-reducing medication and individual has improvement with all other symptoms. If employee wants to return **before** completing criteria above, employee must either (a) obtain a medical professional's note clearing employee for return based on alternative diagnosis or (b) obtain an acute infection test that comes back negative.

Home COVID-19 tests will be accepted. Please provide a picture of the test with employee name and date of test.

Reported positive cases that have been on campus within 48 hours of testing positive will be reported on the BISD tracker. No calls or letters will be sent home.

Employee tests positive with or without symptoms.

Employee notifies supervisor and Incident Commander (IC).  
IC fills out a **COVID-19 Reporting Form- JotForm**. (See link at the top of page)  
**COVID-19 Reporting Form**

Employee may return to work after **5 days** of quarantine if the following takes place:

- Be fever free for 24 hours without the use of fever reducing medications.
- Improvement in symptoms

**No test required.**

Please follow CDC guidelines and wear a mask for 5 days after returning to campus.

If an employee is not able to return after a **10 day** isolation period a doctor's excuse will be required.

## Employee has had Exposure to COVID-19

**Continue to Work:** If not experiencing symptoms and was exposed employee can continue to work. Employees must continue to monitor themselves daily for symptoms.

It is recommended to wear a mask for 10 days after exposure, and test on day 5 after exposure or at the first sign of symptoms.

## BISD COVID-19 Contact Information

**Health Coordinator**- Julie Nezat  
Phone: 409-617-5879  
Email: [jnezat@bmtisd.com](mailto:jnezat@bmtisd.com)

**Leave Specialist**- Kiani Lewis  
Phone: 409-617-5251  
Email: [klewis2@bmtisd.com](mailto:klewis2@bmtisd.com)