

Irving ISD Principal Notification (Student/Staff) Process Map for COVID-19

Student reports they are positive for COVID-19 or reports they have symptoms of COVID-19 before reporting to school.

Student or parent/guardian notifies the teacher or campus staff member, who will notify the Campus COVID-19 Response Team (which consists of principal, assistant principal, and nurse) of a positive COVID-19 test result or if the student reports symptoms of COVID-19. Ultimately, the principal will be notified to initiate protocols with Irving ISD Human Resources (HR) and with immediate supervisor.

1. The teacher will report concern to the campus COVID-19 Response Team.
2. Principal will notify immediate supervisor and Irving ISD Human Resources.
3. Nurse will notify Karyn Beauchamp.
4. Principal will send letter to all staff members and to parents.
5. Irving ISD HR will send notifications to those who were in close contact to staff or student with a positive COVID-19 test.

Student reports one or more symptoms BEFORE entry to building or during the school day.

Teacher completes screening tool and informs the Campus COVID-19 Response Team. If the student has not entered the building, please have them remain outside.

If student is in the school building, the teacher will notify the COVID-19 Response Team and the student will be placed in the isolation area.

Student and parent/guardian will be informed of staying at home for 10 days AND at least 24 hours without exhibiting a fever AND symptoms improve

1. The teacher will report to the campus COVID-19 Response Team.
2. Principal will notify immediate supervisor and Irving ISD Human Resources
3. Nurse will notify Karyn Beauchamp
4. Principal will send notification to all staff
5. Irving ISD HR will send notifications to those who were in close contact to staff or student with a positive COVID-19 test

Staff member reports experiencing one or more symptoms of COVID-19 or has come into close contact with someone who has COVID-19 before reporting to school.

1. Principal will notify Irving ISD Human Resources and immediate supervisor.
2. Irving ISD Human Resources will provide campus principal with "next steps" regarding staff returning/not returning to campus.
3. If during the process the staff member has been identified as being COVID-19 positive, then the notification protocol will be initiated.

Staff member reports experiencing one or more symptoms of COVID-19 during the school day.

1. Principal will ask questions to confirm staff member is experiencing COVID-19 symptoms (i.e. Is it a sinus headache which they experienced in the past).
2. Principal will notify Irving ISD Human Resources and immediate supervisor.
3. Irving ISD Human Resources will provide campus principal with "next steps" regarding staff returning/not returning to campus.
3. If during the process the staff member has been identified as being COVID-19 positive, then the notification protocol will be initiated.

Return to School Considerations

- * If a student or staff have a negative PCR test result for COVID-19, they may return to school once their symptoms have improved in accordance with existing district illness policies
 - * If students or staff have symptoms, but they were not evaluated by a medical professional or were not tested, they may not return to school until they meet the following criteria:
 1. At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications; AND
 2. The individual has improvement in symptoms
 3. At least 10 days have passed since symptoms first appeared
- * Documentation by a medical professional is not required for return to school, as long as the three criteria (see above) have been met.

Teacher identifies any other student or staff who were present in the same class (group or cohort) on the last day the student who tested positive was present. Teacher will report those persons to the campus principal.

Students or staff may return to campus after at least 24 hours have passed since symptoms first appeared (resolution of fever without the use of fever-reducing medications, AND the individual has improvement in symptoms (e.g. cough, shortness of breath) AND 10 days have passed since symptoms first appeared.