



# Brownsville Independent School District

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**Dr. René Gutiérrez**  
**Superintendent**

June 9, 2020

Employees of the BISD Finance, Payroll and Maintenance Department  
Via Email

RE: Employee tests positive for COVID-19

To the Employees of the BISD Finance, Payroll and Maintenance Department;

We were just informed that an employee of the Finance, Payroll and Maintenance Department has tested positive for COVID-19. Although we are not aware of any other employee in the Departments that have tested positive, in an abundance of caution; we will be closing the Finance and Payroll Departments from June 10 through June 12, 2020. The Maintenance Department will remain open because the effected employee worked outside of the office; however, the areas visited will be thoroughly cleaned and disinfected. Similarly, during the next few days, custodial staff will thoroughly clean and disinfect the Finance and Payroll Departments to ensure it is safe to return to work on June 15, 2020.

Employees from these three departments who have physically come in to work during the preceding two-week period, are directed to get tested for COVID-19. There are various testing facilities throughout the City and County and employees may utilize any of those testing sites; however, we are encouraging employees to contact btx cares at <https://btxcare.com> to set up an appointment to be tested.

In keeping with recently adopted District practices, employees may not return to work until they are screened and have tested negative. The employee will then share the test results with Carmelita Rodriguez, Assistant Superintendent for Human Resources and our Nursing Director, Rosa Pones, who will make the determination of when the employee may return to work.

In the meantime, this is a non-exhaustive list of COVID-19 symptoms:

1. Cough, Shortness of breath or difficulty breathing
2. Chills, Repeated trembling with chills
3. Headache, Muscle Pain, Sore throat
4. Red eyes
5. Headache, Sore throat
6. Diarrhea

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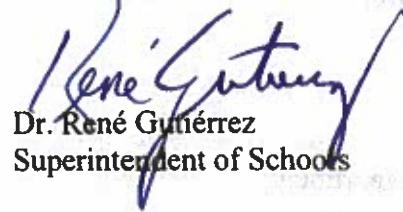
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7. Feeling feverish or a temperature measure greater than or equal to 100 degrees Fahrenheit.

If you or anyone you know is exhibiting any of the above symptoms seek immediate medical attention and let your supervisor know of your situation.

During these trying times, please rest assured that the health and safety of our employees is our first priority. If you have any questions or need more information regarding this matter, please contact Rosa Pones, Director of Nursing or Carmelita Rodriguez, Assistant Superintendent for Human Resources.

~~Very truly yours,~~



Dr. René Guzmán  
Superintendent of Schools

cc: Dr. Nereida Cantu, Deputy Superintendent  
Dr. Anyisia Treviño, Deputy Superintendent  
Rosa Pones, Health Services Administrator  
Mary Garza, Finance Administrator  
Carmelita Rodriguez, Assistant Supt., Human Resources

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