



# Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 574-6497

July 23, 2020

To: Brownsville ISD Employees

RE: COVID-19 Employment Procedures

The Brownsville Independent School District (BISD) is taking the precautionary measures and the necessary procedures for the safety, health, and the well-being of our certified and classified employees. The following steps must be adhered to when an employee comes into direct contact, exposure, experiencing symptoms, and/or tests positive for COVID-19:

<b>COVID-19 Employment Procedures for Employees with Direct Contact or Exposure</b> <i>(Examples: Workplace, Community, Family, and Social Gatherings)</i>	
Step 1:	Employee must notify immediate supervisor
Step 2:	Employee must notify Human Resources
Step 3:	Employee must self-quarantine up to 14 days, seek medical advice, and do not report to work

<b>COVID-19 Employment Procedures for Employees Experiencing Symptoms</b> <i>Examples: Fever or Chills, Coughs, Shortness of Breath or Difficulty Breathing, Fatigue, Muscle or Body Aches, Headaches, Loss of Taste or Smell, Sore Throat, Congestion or Running Nose, Nausea, Vomiting, Diarrhea</i>	
Step 1:	Employee must notify immediate supervisor
Step 2:	Employee must notify Human Resources
Step 3:	Employee must seek immediate medical attention, self-quarantine up to 14 days, and do not report to work

<b>COVID-19 Employment Procedures for Employees Testing Positive</b>	
Step 1:	Employee must notify immediate supervisor
Step 2:	Employee must notify Human Resources
Step 3:	Employee must self-quarantine up to 14 days, follow doctor's orders, and do not report to work

<b>COVID-19 Employment Procedures for Employees Returning to the Workplace</b>	
One of the following must be used when returning to the workplace:	
1. Receive clearance from your physician	
2. Receive clearance from the Health Department	
3. Receive two separate confirmations of at least 24-hours apart that they are free of COVID-19	
<b>All employees must be cleared by Human Resources with an Authority before returning to the Workplace</b>	

*\*Please limit your communications about this matter to Human Resources and your immediate supervisor. This process will ensure your personal and medical information is kept confidential by law.*

Rest assured that the health and safety of our employees is our priority. If you have any questions or need more information regarding these procedures, please contact Carmelita Rodriguez, Assistant Superintendent for Human Resources at 956-548-8031.

Sincerely,

Dr. Rene Gutierrez  
Superintendent of Schools

**BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities**

