



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

EXHIBIT E

{DATE}

To: BISD Employees (Via E-mail)

RE: BISD Confirms COVID-19 Case

It has come to our attention that an employee at {Name of Campus} recently tested positive for COVID-19. In an abundance of caution, BISD has cleaned and disinfected the visited areas to ensure a safe environment. Based on the information that we have gathered, it has been determined that the end of the 14-day incubation period for anyone possibly exposed to the employees is {Date}.

The local health department has begun a case investigation and will contact any individuals determined to be in close contact with the infected individual. All students and staff that came into close contact will be directly notified no later than {Date}. Those that were in close contact will remain off campus for up to 14 days to ensure they do not have the virus, so that there will not be any further spread. Operations at {Name of Campus} will continue as usual, and we will keep you apprised of further updates.

We are encouraging employees to test through BISD through the Rapid Test Program on Monday, Wednesday, or Friday from 8 a.m. to 10 a.m. To set up an appointment, please contact your campus or department administrator. In keeping with recently adopted district practices, employees with symptoms may not return to work until they are screened and have tested negative. The employees 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:

- * Cough, Shortness of breath or difficulty breathing
- * Headache, Muscle Pain, Sore throat
- * Headache, Sore throat
- * Feeling feverish or a temperature measure greater than or equal to 100 degrees Fahrenheit.
- * Chills, Repeated trembling with chills
- * Red eyes
- * Diarrhea

If you or anyone you know is exhibiting any of the above symptoms, seek immediate medical attention and let your supervisor and human resources department 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. BISD is continuing to monitor this situation and will provide additional information as needed. We hope for a speedy recovery for our district employee.

Very truly yours,

Dr. René Gutiérrez
Superintendent of Schools

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