

Socorro Independent School District

HUMAN RESOURCES MONTHLY

January 2021

Important COVID-19 Information:

COVID-19 Contact Spread:

Contact spread means that a person had contact with an individual who tested presumptively positive. The source of infection is known.

What Is Contact Tracing?

Reaching out to anyone who came into direct contact with an individual who tested presumptively positive for COVID-19 to see if they have developed any symptoms and if they need to be tested.

How Contact Tracing Works:

1. Infected person shows symptoms, tests positive.
2. Infected person asked about contacts.
3. Contacts are alerted of their exposure and risk for infection.
4. Contacts self-quarantine, contact their health care provider and monitor for symptoms.

Who Is Considered a Contact?

Contact tracing focuses on close contacts who were:

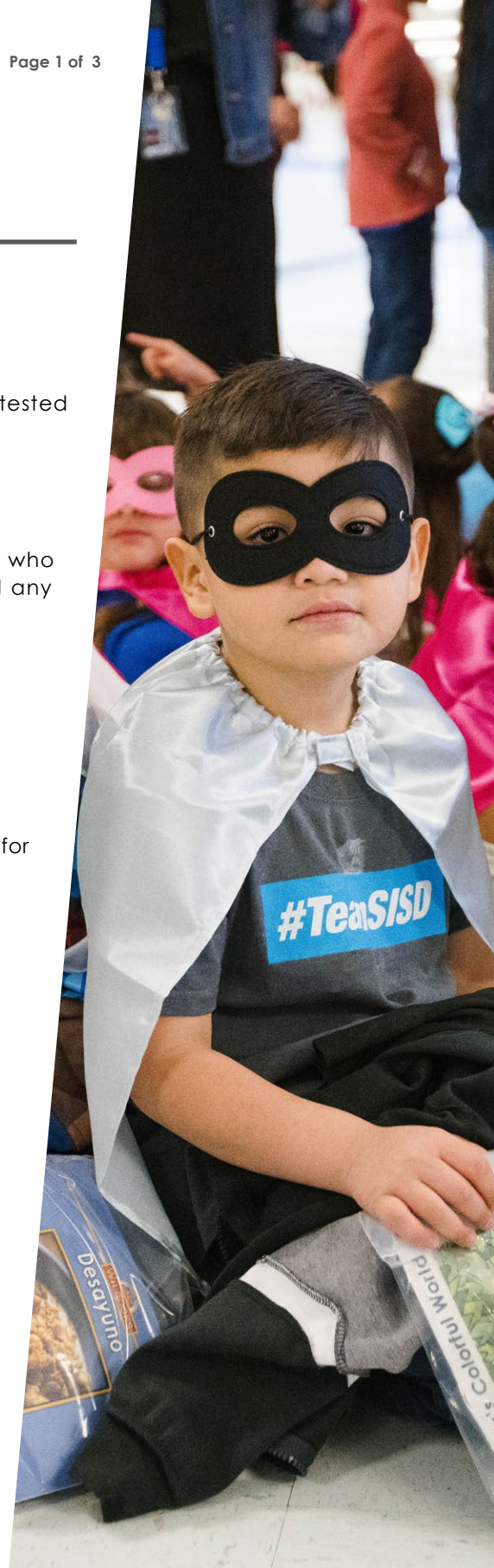
- With the patient while they were infectious
- Within 6 feet from the patient
- For more than 15 minutes

Patients are considered infectious 48 hours before symptoms began or before the positive test was collected, if the person never developed symptoms.

Slow The Spread of COVID-19:

- Wear a cloth face covering in public spaces
- Stay at least 6 feet from other people
- Frequently wash your hands

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer at (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.



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Time Clock:

Important Time Clock Reminders: Time Clock Supervisors

Please remember that all missing punches, conflicting shifts and approvals need to be reconciled and approved every Monday for the previous work week by 4:00 pm. Please ensure that your campus/department compensatory log is sent via email to timeclock@sisd.net by the end of every month.

If you are a time clock supervisor, please ensure that you have a back-up time clock supervisor that will be taking care of missing punches and approvals in the event that you are out.

If training is required please contact:

Rene Saucedo — D.O.L. / Timeclock Specialist

Phone: 915.937.0212

Email: rsauce@sisd.net

Henry Cordova — D.O.L. / Timeclock Specialist

Phone: 915.937.0149

Email: hcordo@sisd.net

ACP Interns and Teachers on a One-Year Certificate:

House Bill 3, passed during the 86th Texas Legislature, established the requirement that all teacher candidates who teach students in grades Pre-K-6 demonstrate proficiency in the science of teaching reading on a new, stand-alone certification exam - the Science of Teaching Reading (STR) exam. The STR exam is also required for those seeking ELAR 4-8 and ELAR/Social Studies 4-8 certification.

This requirement took effect on January 1, 2021.

The STR exam will be required for the issuance of five certification fields:

- Early Childhood: EC – Grade 3
- Core Subjects with Science of Teaching Reading: Early Childhood – Grade 6
- Core Subjects with Science of Teaching Reading: Grades 4–8
- English Language Arts and Reading with Science of Teaching Reading: Grades 4–8
- English Language Arts and Reading/Social Studies with Science of Teaching Reading: Grades 4–8

<https://tea.texas.gov/texas-educators/certification/educator-testing/the-science-of-teaching-reading-str-exam>

If you are currently on an Intern or Probationary certificate in the areas listed above, it is recommended you allow yourself time and sign up as soon as you are ready to take the STR exam as results take a minimum of two weeks.

Should you have any questions please contact:

Martina Hand — Certification Coordinator (Secondary)

Phone: 915.937.0204

Email: mhand@sisd.net

Alma Barroso — Certification Coordinator

Phone: 915.937.0236

Email: abarro10@sisd.net



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E-SWIPE Health Tracker to Help Keep SISD Safe

Team SISD staff and students will be using the Electronic Self-Screening Wellness Information Protocol for Entry or E-SWIPE to check their daily health and wellness before leaving home every day. The online tool was developed by the district technology team to simplify the health screening process for employees and students as schools reopen during this unprecedented school year amid the COVID-19 pandemic. E-SWIPE will be required for entry to SISD schools and district facilities for the 2020-21 school year. E-SWIPE is an easy-to-use online health tracker.

E-SWIPE can be found on:

- SISD website
- Team SISD App
- School Websites
- Employee and student portal or my.sisd.net
- Link in an email that was sent to employees/students

All employees and students will be required to use E-SWIPE daily. Employees can find their ID numbers on their badge, on their paycheck, or in the my.sisd.net portal. Students can find their ID numbers in the Tyler Student 360 portal or on their school ID.

Instructions:

- Click on the student or employee button.
- Enter your last name and staff ID or student ID number.
- Read through the Wellness Indicators and select all that apply or "none of the above".
- Add any additional information in the box at the bottom of the form.

If you indicate you are feeling sick, you will be asked which symptoms you are feeling. If you click on the COVID-19 exposure or COVID-19 contact indicators you will be asked to fill out a contact tracing questionnaire. If you are feeling well and clicked on "none of the above", you will be able to submit the form.

The data on E-SWIPE is confidential and will be purged after 35 days, as per TEA guidelines. The general indication whether an employee is sick or well will be shared with appropriate staff members, such as employee supervisors, and only the Human Resources employee benefits staff will receive the detailed information, as per HIPAA guidelines.

For any questions, please contact:

SISD Employee Health Clinic
Phone: 915.937.2750

SISD Virtual Teacher Job Fair

Socorro ISD is seeking highly qualified educators to teach for the 2020-2021 school year.

The district will have a virtual teacher job fair from 4:30 pm to 6:00 p.m. on Thursday, February 11, 2021 via Microsoft Teams. Candidates must register for the job fair in advance by January 29, 2021.

Please register at the following link:

https://forms.office.com/Pages/ResponsePage.aspx?id=OoNUt82UqBujcWpDOWbf9Fzv_f3jVGgeY6NgU9Pb5UMTM5QIA1TVpBQVdRQ1ZNMk5aVVhIRkIXTy4u

You can reach the Department of Human Resources for general questions at humanresources@sisd.net.

New FillMyRefills Website and APP!

The most advanced way of connecting patients with their pharmacy. You now can submit your refills, receive alerts, view discontinued prescriptions or even identify when your prescription is early for refill. Stay more connected with your SISD Pharmacy with a live view of your prescriptions and external profile. Download the [FillMyRefills APP!](#) Scan the QR code below with your smartphone camera.



(QR code compatible with iPhone or Android)

Ask your SISD Pharmacist about the **New** FillMyRefills website!

Dr. Eric Garcia — Clinic Pharmacist
Phone: 915.937.2760
Email: egarci12@sisd.net



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