

## Employee COVID-19 Protocol

### Employee Responsibilities & Actions

If an employee has COVID-19-related symptoms of illness, they should:

- Complete the appropriate protocol for securing a substitute teacher.
- Stay home and notify their principal/immediate supervisor. If an employee experiences COVID-19-related symptoms of illness while at work, the employee will notify their principal/immediate supervisor and follow the remaining steps of the protocol.
- To be considered for leave under FFCRA/FMLA for COVID-19, an employee will be required to obtain a screening for the need for a COVID-19 test, or obtain a COVID-19 test, or release from a health professional within 48 hours.
  - The employee will receive an email from an employee from the Department of Human Resources with the FFCRA/FMLA paperwork. The paperwork needs to be completed and submitted to the Department of Human Resources within 48 hours of receipt of the email from the Department of Human Resources to be considered for the appropriate leave accommodations referenced below.
    - If the employee does not obtain medical attention or screening within 48 hours, they will be charged for their leave of absence.
    - If the employee does not meet criteria to obtain a COVID-19 test and has received a release to return to work by their health care provider, up to two days of a leave of absence will be covered by FFCRA/FMLA.
  - If an employee is tested for COVID-19, they will remain home until they receive a COVID-19 result.
    - If the employee receives a negative COVID-19 test result, they will submit the result to their principal or district immediate supervisor. The employee will be able to return to work the day following the submission of documentation.
    - If the employee receives a positive COVID-19 test result, they will submit the result to their principal/district immediate supervisor. The employee will remain home for a minimum of an additional 10 calendar days from a positive result and will provide documentation of release from a healthcare provider prior to returning to work.
      - While COVID-19 results are pending, an employee's leave will be covered by FFCRA/FMLA Leave.
      - If an employee has received a positive COVID-19 test result, the additional 10 calendar days of employee leave after a positive result will be covered by FFCRA/FMLA.
- An employee who lives in a household with an individual with a pending COVID-19 test should self-quarantine until test results are received.
- An employee who lives in a household with an individual with a confirmed COVID-19 case should self-quarantine for 14 calendar days after the first day of home quarantine of the individual who is identified as COVID-19 positive.