



New Richland-Hartland-Ellendale-Geneva School District COVID-19 Employee Health Plan

This document is intended to assist employees with information related to the potential impact COVID-19 may have on an employee's health, work, and leave options. This document is a "work-in-progress" as we continue to learn and adapt to new and changing information. Please refer to the [COVID-19 Temporary Leave Flowchart](#) as an additional guide.

Monitoring Your Own Health and Expectation to Report Illness

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

Assess your health daily. If any **any** new unexplained symptoms of COVID-19 are observed:

1. Stay home
2. Contact your principal or supervisor and school nurse
3. Contact your healthcare provider for guidance on isolation and suggested medical attention. See [MDH Decision Tree](#) below.

If you have **any** new unexplained symptoms of COVID-19 during the work day:

1. Touch as few things as possible and put on gloves if available
2. Put on a mask or face covering if you don't already have one on.
3. Contact your principal or supervisor and school nurse
4. Go home immediately (or as soon as feasible)
5. Contact your healthcare provider for guidance on isolation and suggested medical attention. See [MDH Decision Tree](#) below.

If you have been in **close contact** to someone with symptoms or tested positive to COVID-19: Follow the [MDH COVID-19 Close Contact](#) guidance. Self-monitor and stay home for 14 days.

What does "close contact" mean? If you have been within 6 feet of someone for longer than 15 minutes, and neither of you were wearing a mask, you have been in close contact. If you live with someone with symptoms or has tested positive for COVID-19, you have been in close contact.

Work Accommodation Options

Long-term Accommodation Request

If an employee has an underlying medical condition and wishes to request an accommodation (work from home, alternative assignment), complete the [Employee Request for Reasonable Accommodation](#). The request process includes:

- Employee completes the accommodation request form and returns to the Administrative Supervisor.
- The Administrative Supervisor will review the request and job duties. The Administrative Supervisor will discuss the accommodation requested with the District Payroll Manager.
- Administrative Supervisor will have an interactive conversation with the employee to discuss what accommodations can be made. The employee will have an opportunity to present ideas for accommodation to the Administrative Supervisor.
- Administrative Supervisor will provide the employee with formal letter outlining ability to accommodate or not.

Short-term COVID-Related Telework Request (14 days or fewer)

District Directed/Distance Learning

No further action is required.

Employee Request

Complete the [Short-term COVID-Related Telework Request](#)

As part of the request, the employee will be asked to identify and describe the reason for the telework request along with dates and times requested.

The employee will need to determine if the request meets any of the following qualifications?

- 1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2) has been advised by a health care provider to self-quarantine related to COVID-19;
- 3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)

The employee will be notified of approval of the request by the administrative supervisor.

Leave of Absence Options

Non-COVID Related Leave

Follow normal procedures for absence.

COVID-19 Leave Information

- Early communication between employees and their supervisor is critical.
- COVID-19 Leave Request accessing the 80 hours does not impact the employee's sick leave bank. However, once the employee exhausts the 80 hours, then he/she will need to access their sick leave bank.
- All other leave requests will be processed in accordance with the appropriate CBA (Collective Bargaining Agreement).
- Employees must enter leave into **Frontline Absence Management** (Formerly Aesop). **Please select the appropriate sick leave reason and indicate symptoms in the Notes to Administrator box.** Information in the "Notes to Administrator" may be shared with the school health personnel for symptom monitoring/tracking. The school health personnel may contact the employee to evaluate symptoms more accurately.

Short-term COVID-Related Leave Request (10 work days or fewer)

Note: The Families First Coronavirus Response Act (FFCRA) provisions are effective through December 31, 2020. Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. Has been advised by a health care provider to self-quarantine related to COVID-19.
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
Employee is eligible for up to two (2) weeks (80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).
Employee is eligible for up to two (2) weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially

similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

If an employee meets criteria 1, 2, 3 or 4 of the FFCRA benefit and wishes to apply, complete the [COVID-19 Leave Request](#) form and return the form to Corrine Schuller in Payroll. Payroll will update the absence reason in **Frontline** to a COVID related leave. Medical documentation will follow all Collective Bargaining Agreements, so be proactive in obtaining documentation.

Please note that COVID-related paid leave through FFCRA is capped at a total of 10 working days (up to 80 hours), and is prorated for part-time employees. Employees may use hours/days intermittently to accumulate a total of 10 regular working days (up to 80 hours).

Long-term COVID-Related Leave Request (More than 10 work days)

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

The employee is eligible up to two (2) weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

The employee is eligible up to an additional ten (10) weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

If an employee meets this criteria and wishes to apply, complete the [COVID-19 Leave Request](#) form and return the form to Corrine Schuller in Payroll. The employee should not enter an absence in the **Frontline Absence Management** system. This will be done by Payroll once leave has been approved.

Normal FMLA rules apply for an employee that is unable to work due to a serious health condition or to care for an immediate family member with a serious health condition.