

Grafton School District

All Staff COVID-19 Handbook Addendum

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Overall Health and Safety Considerations

We have collaborated with several sources, including the Washington Ozaukee Health Department, in our planning process. Recommendations outlined in our Reopening Plan and this Handbook Addendum follow the guidance and recommendations provided by the Health Department at this current time. Administration will take into consideration changing conditions regarding COVID-19, as well as, any changes to guidance and recommendations when applying the aspects laid out in this Handbook Addendum. Moving forward we will work with the Washington Ozaukee Health Department in the event of the need to quarantine or a positive case, including assistance with contact tracing.

The District can be contacted for possible considerations of additional safety measures, such as a face shield, gloves, plexi-glass, or other safety needs. Our district nurse will be readily available for answering questions and monitoring student and staff health.

Section 1 Report to Work Expectations

The Grafton School District expects all employees to follow these workplace safety guidelines each day in order to protect the health and wellbeing of all those who enter our buildings.

Daily Entry and Reporting Requirements:

- Employees who report to work acknowledge and confirm the following:
 - They have no symptoms of COVID-19
 - They have not been diagnosed with COVID-19 in the last 10 days
 - They have not had any close contact with someone who has tested positive for COVID-19 in the last 14 days
- Employees shall **NOT** enter any District building if they have any symptoms associated with COVID-19 and **MUST** contact Human Resources immediately to determine a timeline and requirements for returning to work. Symptoms include but are not limited to:
 - Fever (100.4°F or higher) or chills
 - Cough that cannot be attributed to another health condition
 - Shortness of breath/difficulty breathing that cannot be attributed to another health condition
- An employee must report to Human Resources any contact with any person who tests positive for COVID-19 (via household contact or approximately within 6 feet of an individual with confirmed or suspected COVID-19).
- An employee who tests positive for COVID-19 shall be quarantined for a minimum of 10 days and have been symptom free for at least 24 hours before returning to work.

Face Covering Requirements:

- At a minimum, employees who expect to come within 6 feet of others will wear a face cloth cover or other covering over their nose and mouth. In addition, all employees are required to follow any governmental orders, which may be more stringent than District policy.
 - You may use your own facial covering or one provided by the District.
 - If you are unable to wear a facial covering for medical purposes, please contact Human Resources to discuss.

Handwashing and Personal Hygiene:

- In addition to common expectations for hand washing after bathroom use and before eating, employees should wash hands to the extent reasonable before entering the building and following each new interaction with a person or group of people (e.g., after a meeting, between classes, etc.)
 - Hands should be washed with soap and water for at least 20 seconds
 - While handwashing is most ideal, hand sanitizer that meets FDA guidelines is an acceptable substitute where time does not allow a visit to a handwashing station.
- To the extent possible, employees should cover their coughs or sneezes with a tissue or use an elbow. Employees should engage in hand washing or utilize hand sanitizer after sneezing and/or coughing.
- Employees should avoid touching their eyes, nose, and mouth with unwashed hands.
- Employees who are sick should remain home to avoid spreading illness in the workplace.

Social Distancing:

- Employees are required to comply with all signage, floor markings, and postings with respect to social distancing.
- To the extent possible, employees should engage in social distancing practices while on site, maintaining a space of at least 6 feet between themselves and others.
- It is recommended that employees eat their lunch and take breaks within their own space (office, classroom, etc.) when feasible. Eating lunch with a group is highly discouraged unless a distance of 6 feet can be maintained at all times between individuals.
- Common areas like work rooms and staff lunch rooms should operate with social distancing in mind. All staff are encouraged to use cold packs and keep lunches in their space to minimize use of shared refrigerators.
 - To the extent common areas are used, an employee is required to clean and disinfect the area after each individual use, using disinfecting wipes provided by the District.
 - Hand sanitizer will be placed at entrances to communal areas and employees are required to use hand sanitizer prior to entry.
- Employees should not engage in handshakes or other types of physical contact when meeting with other staff, students, parents, or otherwise on site.
- Meetings with those outside the organization will take place virtually when reasonable to do so. When virtual meetings are not possible, meetings shall be held in open, well-ventilated spaces and ensure appropriate sanitizing of all surfaces both prior to and immediately following the meeting.
- The sharing of food/bringing in food from outside to share is prohibited until further notice.

Cleanliness of Work Spaces

- Employees should frequently wipe down any shared equipment after each use.
- The District will provide wipes or disinfecting products, hand sanitizer and tissues at every workstation.
- The District will ensure regular deep cleaning and sanitizing of its buildings on a daily basis.

Communications

- Employees are required to check their District-issued email address at both the start and the end of their workday. The District will communicate important information and guidelines to staff via email. Employees are expected to keep on top of changes to District policy and guidelines through daily review of their District email account.

Failure to comply with the District’s safety protocols and policies and posted signage will result in disciplinary action, up to and including termination from employment.

The Grafton School District is an equal opportunity employer and does not discriminate in employment on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional, or learning disability or handicap or any other reason prohibited by state or federal law.

If you require accommodation(s), please contact your supervisor.

Section 2 Quarantine Guidelines

** Please contact Human Resources to ensure compliance with the most up-to-date quarantine guidelines issued by the CDC and the local health department.*

IF	THEN	Calendar Days to Quarantine
You test positive for COVID-19	You will need to quarantine for at least 10 days since symptom onset, be fever free for 24 hours and have improved symptoms for 24 hours before returning to work.	At least 10 days from date of test or onset date
Someone in your household tests positive for COVID-19	You will need to quarantine during the time any members of the household that test positive are isolating plus an additional fourteen calendar days after the infected member/s of the household are released from isolation. This assumes you continue to be in direct, close contact with the household member while they are infectious. If the COVID-19 positive household member is able to isolate separately from you, you would follow the quarantine guidelines for “close contacts.” This also assumes you do not develop symptoms during the quarantine period.	At least 24 days from date of household members onset date
Someone you have been in “close contact” with tests positive for COVID-19	You will need to quarantine for 14 days. If you are symptom-free throughout this time then afterward you can return to in-person work. This assumes you do not develop symptoms during the quarantine period.	At least 14 days from date of last exposure

**Close contact is defined as being within six feet of someone that tested positive for COVID-19 for at least fifteen cumulative minutes over a 24 hour period, whether or not face coverings were worn.*

Section 3 Additional Leaves Available through the CARES ACT

EPSLA (Emergency Paid Sick Leave Act)

This provision requires the District to make up to 80 hours of paid sick leave available for certain Coronavirus-related absences. These hours are in addition to any sick leave the employee already has accumulated. These provisions are available to employees as of their first day of work and may be used prior to any paid sick or other leave the employee has already accumulated. The available 80 hours of leave will be prorated for part-time employees. (for example, if you are a 4 hour/day employee, you would be eligible for 40 hours of emergency paid sick leave.) This provision is scheduled to end as of December 31, 2020.

These hours are available for employees who are **unable to work or telework** because the employee is:

1. Subject to a government quarantine or isolation order;
2. Has been advised by a health care provider to self-quarantine; or,
3. Is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

The hours under this section are paid at the employee's normal wage rate, capped at \$511 per day.

The hours are also available for employees who are unable to work or telework because the employee is:

1. Caring for an individual who is subject to a government quarantine order or recommendation;
2. Caring for a child whose school has closed or daycare provider is unavailable due to Coronavirus related reasons; or,
3. Absent due to substantially similar conditions as declared by the US Secretary of Health and Human Services.

The hours under this section are paid at two-thirds ($\frac{2}{3}$) of the employee's normal rate, capped at \$200 per day.

EFMLEA (Emergency Family Medical Leave Expansion Act)

This provision adds a new section to the Family and Medical Leave Act (FMLA): leave due to a “qualifying need because of a public health emergency.” This provision is available to employees after they have been working for 30 calendar days. This time is limited to 12 weeks, after which the employee will return to their position. (For federal FMLA leave, you are only eligible for a total of 12 weeks of FMLA during a rolling 12-month period, regardless of the reason. Both EFMLEA and FMLA leave are included in the 12-week leave allotment.) This provision is scheduled to end as of December 31, 2020.

A qualifying need under the EFMLEA is defined as:

1. Leave when an employee is unable to work, or telework, due to a need to care for your child (under 18 years of age) due to a Coronavirus pandemic-related closure of an elementary or secondary school or daycare.

This new section of FMLA is very different as it requires that a portion of this leave be paid by the employer. Typically, FMLA leave is unpaid and an employee is entitled to be paid only if the employee has accumulated sick or personal leave. This works as follows:

1. The first 10 days under this leave are not paid. Employees may use EPSLA or accumulated sick/personal/vacation leave during this time, otherwise, it will be unpaid.
2. After the first 10 days, the time is paid at two-thirds ($\frac{2}{3}$) of the employee’s regular rate. This is capped at \$200/day and \$10,000 total per employee.

Please note that employees are limited to 12 weeks total of federal FMLA based on a rolling calendar year.

Section 4 COVID-19 Related Use of Leave Guidelines

<u>Situation</u>	<u>What to Do / Process</u>	<u>Potentially Available Applicable Leaves</u>
<p>I am under a government quarantine or isolation order;</p> <p>I have been advised by a health care provider to self-quarantine;</p> <p>I am experiencing symptoms of COVID-19 and/or am seeking medical diagnosis due to contact with someone that was positive with COVID-19</p>	<ol style="list-style-type: none"> 1. Notify Laura Stautz, Staccia McCulley, Melissa Schoeder and your Supervisor 2. Explore work from home options with your supervisor. 3. For paid time off you can choose either EPSLA or your built up Sick, Personal and/or Vacations days. For EPSLA fill out EPSLA/EFMLEA Form (only apply for EPSLA). 4. If using EPSLA Melissa Schoeder will enter those days off for you, if using regular sick days enter time off yourself in Skyward. 5. If out more than 3 days, you must fill out FMLA Request Form and subsequent paperwork sent from Melissa Schoeder. 6. If you are not positive with COVID-19, make sure you meet criteria in Report to Work Expectations and Quarantine Guidelines 7. If you do test positive go to the instructions below. 	<p>EPSLA (Emergency Paid Sick Leave Act) 100% pay (up to 80 hours). Capped at \$511 per day.</p> <p>Sick Days if desired over EPSLA</p> <p>Personal Days if desired over EPSLA</p> <p>Vacation Days if desired over EPSLA</p> <p>FMLA if more than 3 days (unpaid, but can be paid if using PTO or EPSLA)</p>

<u>Situation</u>	<u>What to Do / Process</u>	<u>Potentially Available Applicable Leaves</u>
<p>I have tested positive for COVID-19</p>	<ol style="list-style-type: none"> 1. Notify Laura Stautz, Staccia McCulley, Melissa Schoeder and your Supervisor 2. Explore work from home options with your supervisor. 3. For paid time off you can choose either EPSLA or your built up Sick, Personal and/or Vacations days. For EPSLA fill out EPSLA/EFMLEA Form (only apply for EPSLA). 4. If using EPSLA Melissa Schoeder will enter those days off for you, if using regular sick days enter time off yourself in Skyward. 5. If out more than 3 days, you must fill out FMLA Request Form and subsequent paperwork sent from Melissa Schoeder. 6. Quarantine for a minimum of 10 days, be asymptomatic and have improved symptoms for at least 72 hours. 	<p>EPSLA (Emergency Paid Sick Leave Act) 100% pay (up to 80 hours) Capped at \$511 per day.</p> <p>Sick Days if desired over EPSLA</p> <p>Personal Days if desired over EPSLA</p> <p>Vacation Days if desired over EPSLA</p> <p>FMLA automatically being you have to quarantine for at least 10 days (unpaid or paid if using PTO or EPSLA)</p>
<p>I am caring for an individual who is under a government quarantine order or recommendation</p> <p>Individual is an immediate family member or someone who regularly resides in your home; or if your relationship creates an expectation that you would care for the person and that individual depends on you for care during the quarantine or self-quarantine. You may only take paid emergency sick leave to care for an individual who genuinely needs your care.</p>	<ol style="list-style-type: none"> 1. Notify Melissa Schoeder and your Supervisor 2. Explore work from home options with your supervisor. 3. For paid time off you can choose either EPSLA or your built up Personal, Vacation and/or Sick (if applicable) days. For EPSLA fill out EPSLA/EFMLEA Form (only apply for EPSLA). 4. If using EPSLA Melissa Schoeder will enter those days off for you, if using regular sick days enter time off yourself in Skyward. 5. If out more than 3 days and it is a spouse, child or parent, you must fill out FMLA Request Form and subsequent paperwork sent from Melissa Schoeder. 6. If you are not positive with COVID-19, make sure you meet criteria in Report to Work Expectations and Quarantine Guidelines. 7. If you do test positive go to those instructions. 	<p>EPSLA (Emergency Paid Sick Leave Act) 2/3 pay (up to 80 hours) Capped at \$200 per day.</p> <p>Sick Days only if the person you are caring for is ill.</p> <p>Personal Days if desired over EPSLA</p> <p>Vacation Days if desired over EPSLA</p> <p>FMLA if more than 3 days and it is a spouse, child or parent (unpaid or paid if using PTO or EPSLA)</p>

<u>Situation</u>	<u>What to Do / Process</u>	<u>Potentially Available Applicable Leaves</u>
<p>I am caring for a child under 18 whose school or daycare provider is closed/unavailable due to Coronavirus precautions</p> <p>Please note if your child is 14 years of age or older, you will need to complete a statement of the special circumstances that exist requiring you to provide care.</p>	<ol style="list-style-type: none"> 1. Notify Melissa Schoeder and your Supervisor 2. Explore work from home options with your supervisor. 3. For paid time off for the first 10 days you can choose either EPSLA or your built up Personal and/or Vacations days. For EPSLA fill out EPSLA/EFMLEA Form (apply for both EPSLA and EFMLEA). 4. If using EPSLA Melissa Schoeder will enter those days off for you, if using regular sick days enter time off yourself in Skyward. 5. EFMLEA Melissa Schoeder will enter those days off for you, if using Personal or Vacation days enter time off yourself in Skyward. 6. If you are not positive with COVID-19, make sure you meet criteria in Report to Work Expectations and Quarantine Guidelines 7. If you do test positive go to those instructions 	<p>EPSLA (Emergency Paid Sick Leave Act) 2/3 pay (up to 80 hours) Capped at \$200 per day.</p> <p>Personal Days if desired</p> <p>Vacation Days if desired</p> <p>EFMLEA first 2 weeks unpaid unless using Personal, Vacation or EPSLA. If still available, remaining 10 weeks paid at 2/3 regular rate. Capped at \$200/day and \$10,000 total.</p> <p>*Sick days cannot be used because no one is sick in this scenario.</p>

Section 5 Working from Home

In the event an employee is restricted from physically reporting to work, the District may allow that employee to work from home, consistent with District need and at the sole discretion of District Administration. Should an employee be approved to work from home they will work with their supervisor to determine their work schedule, responsibilities and availability.

Section 6 Transition to Virtual Instruction

There may be times during the school year during which we transition a classroom, grade, school or the District to virtual learning. This transition could last as little as a day or could be for an undetermined amount of time. During a period of virtual instruction, teachers would be expected to maintain the same work schedule that they had during in person instruction. Teachers will be expected to work from their classrooms during virtual instruction, unless otherwise determined at the sole discretion of District Administration. Educational assistants and support staff will work with their supervisors to determine job duties and hours during virtual instruction.

Section 7 Notification of Travel

Employees traveling out of state must inform Melissa Schoeder of any travel plans before the travel occurs. The District may restrict the employee from reporting to work upon return from travel depending on the level of spread in the location visited. Any employee who is restricted from reporting to work under this provision may be entitled to leave options available under state and federal law or District policy.