



**COVID -19 SUPPLEMENTAL  
HANDBOOK REVISED**

**APPROVED BY BOE 09-28-20**

## **Health and Safety Precautions**

Staff should continually monitor themselves for fever, chills, or other COVID-19 symptoms. If a staff member has symptoms they should not report to work or should leave work if symptoms develop during the day. Staff may be required to have a daily temperature check and/or to complete a daily health assessment questionnaire.

Staff is required to wear and properly utilize any PPE required by the district and their direct supervisor. Any substitution or changes an employee wishes to request must be approved by email or in writing by their supervisor.

## **COVID-19 Related Leave Provisions**

### **A. Quarantines**

Staff that test positive, or are determined to be in close contact with an individual that tests positive, will be required to quarantine for 14 days. Individuals that test positive for COVID-19 must be symptom-free for 72 hours before they can return to work after the 14-day quarantine period. Individuals in quarantine that do not demonstrate symptoms during the quarantine may return to work after the 14-day quarantine period.

### **B. Work-Related Quarantines**

Staff who are required to quarantine due to a work (school)-related exposure to COVID-19 will be treated as being “off with pay”. They will not be required to utilize their allotted leave or FFCRA-allowed leave for work-related quarantines. Staff, if able and not demonstrating symptoms, will be expected to work from home, as their job responsibilities allow, during the period of the quarantine and their continued regular pay.

### **C. Travel Quarantines**

Staff that travel internationally will have to self-quarantine for 14 days upon their return under the same regulations listed in Section A - Quarantines.

### **D. Families First Coronavirus Response Act (FFCRA) - (currently authorized through 12/31/2020)**

Employees may utilize FFCRA leave for the following reasons. 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
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

### **I. Paid leave under FFCRA:**

Up to two weeks (80 hours or part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay or Federal minimum wage at:

- 100% for qualifying reason #1-3 above, up to \$511 daily and \$5,110 total
- 2/3 for qualifying reasons #4 and 6 above, up to \$200 daily and \$2,000 total
- Up to 12 weeks of paid sick leave expanded family and medical leave paid at 2/3 for qualifying reason #5 above or up to \$200 daily and \$12,000 total

The above leave amounts are not cumulative (i.e. If you took two weeks of FFCRA leave for reasons #1-3 at 100% pay, then you would have 10 weeks remaining for reason #5.)

**II. FFCRA Interaction with standard FMLA leave entitlement.** The FFCRA's 12 weeks of COVID-19 FMLA leave is *not in addition to* the FMLA's standard entitlement of 12 weeks' leave in a 12-month period. For employees of employers covered by the FMLA before April 1, 2020:

- **FMLA leave already taken limits COVID-19 emergency leave.** The duration of emergency leave available to a covered employee depends on any FMLA leave already taken in the applicable 12-month period. For example, an employee who has already taken 10 weeks of FMLA leave in the current 12-month period to bond with a new child or manage a serious health condition can take only two weeks of emergency COVID-19 leave under the expanded FMLA.
- **COVID-19 leave counts against FMLA's 12-week limit.** Any emergency COVID-19 FMLA leave counts against an employee's total 12-week FMLA entitlement. For example, if an employee uses four weeks of expanded FMLA leave to care for a child whose school has closed due to COVID-19, the employee will have only eight weeks of FMLA leave left for the remainder of the 12-month period.
- **COVID-19 leave can span two FMLA 12-month periods.** An eligible employee can only take a total of 12 weeks of leave under the expanded FMLA (from April 1 through Dec. 31, 2020), even if the leave period spans two FMLA 12-month periods.

Employees may use their sick, personal or vacation leave in conjunction with the FFCRA leave for items #4, 5 and 6 to "top off" the additional 1/3 leave necessary to make the 2/3 FFCRA leave be their regular pay. Employees using FFCRA leave for items #4, 5 or 6 should discuss with Julie Frie, Director of Business Services, whether they intend to take the 2/3 FFCRA leave as is or intend to utilize in conjunction with other leave to receive full pay. See alternative provision in next section (E.) if the employee is able to work from home while caring for their child.

### **E. Work from Home—Non-Work-Related Quarantines and COVID-19 Positive Staff Who Are Otherwise Healthy and/or Asymptomatic**

Employees who are unable to work due to testing positive for COVID-19 or due to a non-work-related quarantine, but who are otherwise healthy and able to work, may complete some of their work duties from home as their job and the school district operations status allows. Any staff member who is feeling well and able enough to work from home will be treated as .70 Off With Pay and .30 FCCRA leave for each day they are absent and working from home. (Example 1—A teacher who is out and the District is operating in Plan C (full virtual) may be able to complete all of their duties and would be treated as .70 Off With Pay and .30 FCCRA leave. That same proration would also apply in Plan A or Plan B and across all other job categories such as custodians and aides. Example 2—A teacher is out due to their quarantined child or loss of childcare, the District is in Plan B, and the teacher is able to assist a sub with lesson plans and support of the virtual students, the teacher would not need to utilize sick leave to cover the 1/3 leave not covered by FCCRA. The staff member could use .70 Off With Pay and .30 FCCRA child care leave.) Staff who are out, but wanting to continue to work should contact the Business Administrator (Ron Olson) to see what accommodations for work and leave can be made. Some jobs and duties may not allow for this provision.

### **F. Unpaid Leave**

Employees are allowed up to 10 unpaid days for COVID-19 related absences. These reasons may include to take care of themselves or a family member who has been diagnosed with COVID-19, absences due to COVID-19 symptoms of self or a child, quarantines for self, or to care for a child who is quarantined. These unpaid days, can be converted to paid days, which will be borrowed from the employee's 2021-22 leave allocation. There will be no impact on benefits for this leave, when meeting this section's criteria, until an additional allotment of 10 unpaid days has been exceeded. Should an employee leave employment with the District and not return for the 2021-22 fiscal/school year, the paid days they utilized will be deducted from their final paycheck(s).

### **G. At-Risk Employees**

Employees who are identified by federal, state or local health agencies as being at-risk for COVID-19 may request adjustments or accommodations to their work from the Business Administrator (Ron Olson). Adjustments or accommodations may be as simple as additional Personal Protective Equipment (PPE), additional breaks for personal hygiene, or could require work modification. The Center for Disease Control (CDC) is continually revising their at-risk standard as they learn more about the pandemic and virus. As of July 2020 the following conditions are recognized as being at high-risk:

- Older age—generally considered over age 65
- Chronic Kidney Disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state from solid organ transplant
- Obesity (BMI of 30 or higher)

- Serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle Cell Disease
- Type 2 Diabetes

#### **H. Professional Day/Flexible Schedule (Applies to Non-Administrative Professional School Staff)**

The District will allow staff to leave the building at the end of the day once their work with students and/or work-required meetings are complete. Principals will communicate with staff the time in the morning for each building in which they need to be at work and available should students start arriving.

### **COVID-Related Compensation**

#### **A. Virtual Instruction**

Professional staff members agreeing to, or assigned to, teach K-5<sup>th</sup> graders virtually in addition to their regular duties will receive \$375 per semester for each student they teach. This payment will be made if the student remains in the class for greater than one month. If the student withdraws from school or leaves the program before then, the staff member will receive \$200 for that student. Staff members assigned to teach a section of only virtual students will be paid \$1500 a semester for this assignment.

Professional staff members agreeing to teach 6<sup>th</sup>-8<sup>th</sup> graders will receive \$90 per student per class each semester for every student enrolled. This payment will be made if the student remains in the class for greater than one month. If the student withdraws from school or leaves the program before then, the staff member will receive \$50 for that student.

Professional staff members agreeing to teach 9<sup>th</sup>-12<sup>th</sup> graders will receive \$75 per student per class each trimester for every student enrolled. This payment will be made if the student remains in the class for greater than one month. If the student withdraws from school or leaves the program before then, the staff member will receive \$40 for that student.

#### **B. Coaching and Advisor Pay**

Activities and sports may be cancelled, run at different times of the year, or be modified during the pandemic. Coaches and advisors will be paid in full if their season or activity starts and the activity continues for greater than 50% of the season or established schedule. Coaches and advisors will be paid a minimum of 50% of their stipends whether the activity or sport occurs or not. Payments will be made during the season or time of the year that event occurs unless it is a year-round activity. Payments may be adjusted based on activities or sports being cancelled.

## RECEIPT AND ACKNOWLEDGMENT

I hereby acknowledge that it is my responsibility to become familiar with the contents of the School District of Monroe's *COVID-19 Supplemental Handbook*. My signature below indicates that I have read the *Handbook* and understand that I am expected to abide by the standards, policies and procedures defined or referenced in this document. The information contained in this *Handbook* is subject to change. I understand that changes in District policies may supersede, modify, supplement, or eliminate the information summarized in the *Handbook*. As the District provides updated policy information, I accept responsibility for reading and understand the expectation that I abide by the changes.

I acknowledge and understand that this *Handbook* supersedes all prior practices, customs, and procedures, including any other representations, verbal or written, by any employee or representative of the District.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

A signed original copy of this form must be returned to Cindy Rupnow at the District Administrative Center. It will be filed in your personnel file.