



Jamestown Public Schools Employee COVID-19 Guidance

Note: This guidance is current to the best of the knowledge of the District. It will be updated as necessary based on updates from federal, state, and local officials, for the purpose of clarification, and to best meet the needs of the District.

If you download or print this document, note that the downloaded/printed copy may not be current due to updates having been made to the original.

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JPS Employees:

As the District continues to closely monitor the local, national, and worldwide incidence of COVID-19, the coronavirus and the illness it causes, staff are asked to review the following District guidance.

The District's priorities in setting these workplace procedures are to:

- Mitigate virus spread in a congregate setting
- Plan for staff, student, and community health & safety
- Inspire stakeholder confidence
- Ensure academic growth

We recognize that the amount of information that is being published and discussed by government agencies, the media and on-line may be overwhelming. The goal of this summary is to provide our staff with a topical summary of information and guidelines for use as we work in accordance with guidance from the CDC and the NDDoH, the following procedures must be followed by employees of the Jamestown Public School District in relation to COVID-19.

COVID-19 symptoms per CDC: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. NDDoH recommends if you develop a fever or any symptoms, it doesn't mean you have COVID-19, but you should immediately contact your healthcare provider for COVID-19 testing. For more information please visit the NDDoH website.

Close Contact Defined

Close Contact is a specific term applied to someone who was identified by the NDDoH as a Close Contact. Someone who has been identified as a Close Contact will receive notification that they are considered a Close Contact from a state or local health official.

[Physical Distancing, Quarantine and Isolation Defined](#)

The NDDoH defines these terms as follows:

- Physical distancing - for people who haven't been exposed to the virus or are not aware of exposure to the virus
- Quarantine - for people who don't currently have symptoms of the virus but were exposed to the virus
- Isolation - for people who are already sick from the virus

School/Building Contact Tracing

The NDDoH is working on plans to have a responsible individual named in every school building as a contact tracer for staff and students in that building.

Potential Staff COVID Situations and Guidance

- **Employee has symptoms of COVID, and is being tested for COVID**
 - Employee should immediately notify their supervisor if they have symptoms of COVID and are being tested for COVID
 - Employee should stay home
 - Teachers should enter their absence into Frontline (see [Other COVID Specific paid and unpaid leave considerations](#) for more info)
 - Employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#)
- **Employee has symptoms of COVID, but is not being tested for COVID**
 - Employee should immediately notify their supervisor they have symptoms of COVID and are not being tested for COVID
 - Employee should stay home until they are directed by a medical provider or health official whether they should continue to stay home or return to work
 - Teachers should enter their absence into Frontline (see [Other COVID Specific paid and unpaid leave considerations](#) for more info)
 - Employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#)
- **Employee does not have symptoms of COVID, and is being tested for COVID**
 - Employee should immediately notify their supervisor they are being tested for COVID
 - Employee should stay home until they are directed by a medical provider or health official whether they should continue to stay home or return to work
 - Teachers should enter their absence into Frontline (see [Other COVID Specific paid and unpaid leave considerations](#) for more info)
 - Employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#)

- **Employee has tested positive for COVID**
 - Employee is required to immediately notify their building administrator they received a positive diagnosis
 - The building administrator should immediately notify Human Resources the employee tested positive for COVID
 - Employee should stay home until they are directed by a medical provider or health official whether they should continue to stay home or return to work
 - Teachers should enter their absence into Frontline (see [Other COVID Specific paid and unpaid leave considerations](#) for more info)
 - Employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#) if they haven't already completed one
- **Employee has been in the same building/location with someone who has symptoms of COVID, and that person is being tested for COVID, but the employee has not yet been notified they are a Close Contact**
 - [Employee should follow NDDoH guidance](#)
 - Employee should continue to report to work
- **Employee has been in the same building/location with someone who has symptoms of COVID, but that person is not being tested for COVID**
 - [Employee should follow NDDoH guidance](#)
 - Employee should continue to report to work
- **Employee has been in the same building/location with someone who does not have symptoms of COVID, but that person is being tested for COVID**
 - [Employee should follow NDDoH guidance](#)
 - Employee should continue to report to work
- **Employee has been in the same building/location with someone who has tested positive for COVID, but has not been identified as a Close Contact**
 - [Employee should follow NDDoH guidance](#)
 - Employee should continue to report to work
- **Employee has been in the same building/location with someone who has tested positive for COVID, and has been identified as a Close Contact and has been told to remain at home**

- [Employee should follow NDDoH guidance](#)
 - Employee should immediately notify their supervisor they have been identified as a Close Contact and have been told to remain at home
 - The building administrator should immediately notify Human Resources the employee has been identified as a Close Contact and have been told to remain at home
 - Teachers should enter their absence into Frontline (see [Other COVID Specific paid and unpaid leave considerations](#) for more info)
 - Employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#)
- **Employee is unable to work because they are the caregiver for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19**
 - Employee should immediately notify their supervisor they are unable to work for one of these reasons
 - The building administrator should immediately notify Human Resources the employee is unable to work for one of these reasons
 - Teachers should enter their absence into Frontline (see [Other COVID Specific paid and unpaid leave considerations](#) for more info)
 - Employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#) if they haven't already completed one
- **Employee has underlying health conditions that put the employee at high risk for COVID**
 - Employee should consult with their healthcare provider for recommendations regarding their specific situation
 - If the employee's healthcare provider is recommending the employee self-quarantine due to concerns related to COVID, the employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#)

- **Employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable due to COVID**
 - Employee should immediately notify their supervisor they are unable to work for one of these reasons
 - The building administrator should immediately notify Human Resources the employee is unable to work for one of these reasons
 - Teachers should enter their absence into Frontline (see [Other COVID Specific paid and unpaid leave considerations](#) for more info)
 - Employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#)

- **Employee is returning from international travel**
 - [Employee should follow guidance from the NDDoH](#)
 - Employee should immediately notify their supervisor they are returning from international travel and must quarantine at home
 - Employee should stay home for 14 days after entering the US
 - Teachers should enter their absence into Frontline (see [Other COVID Specific paid and unpaid leave considerations](#) for more info)
 - Employee may be eligible for leave and should complete a [Family First Coronavirus Relief Act Leave Request form](#)

- **Employee is returning from travel outside of ND within the US**
 - [Employee should follow NDDoH guidance](#)
 - Employee should continue to report to work

Leave and Accommodations

Staff should not assume, nor should supervisors guarantee, that those absent from work due to reasons related to COVID-19 will be granted leave, paid or unpaid. For requests for and questions regarding leaves staff should contact Sally Ost at sally.ost@k12.nd.us or Michelle Zuther at michelle.zuther@k12.nd.us

Requests for leave and related forms and documentation required for processing leave requests, are all handled electronically when possible. Staff should monitor their k12.nd.us email accounts for correspondence related to leave requests and related information. Due to the high volume of requests and correspondence related to processing requests, staff should not expect to receive phone calls, but should monitor their k12 email account for correspondence.

Leaves

Family First Coronavirus Relief Act (FFCRA)

The FFCRA requires the District to provide some employees leaves for certain circumstances related to COVID. Leaves under the FFCRA may be paid, partially paid, or unpaid. See [DOL FFCRA poster](#) for additional information. Paid leave specifically provided under the FFCRA doesn't come out of an employee's other paid leave balances.

Employees must complete a [Family First Coronavirus Relief Act Leave Request form](#) to begin the process of requesting leave under the FFCRA. See the section above labeled "Potential Staff COVID Situations and Guidance" for guidance on when an employees should complete a leave request form.

Questions about leave under the FFCRA should be directed to Sally Ost at sally.ost@k12.nd.us or Michelle Zuther at michelle.zuther@k12.nd.us.

Family and Medical Leave Act (FMLA)

The FMLA requires the District to provide some employees leave for certain circumstances, including for the employee's own qualifying health condition or for the employee to care for their spouse, child, or parent who has a qualifying serious health condition.

Employees in need of FMLA, or with questions regarding it, should contact Sally Ost at sally.ost@k12.nd.us or Michelle Zuther at michelle.zuther@k12.nd.us

Staff who must quarantine as ordered by a state or local health official, will be required to use their available Sick Leave. If their Sick Leave has been exhausted, they will be required to use their available Personal Leave and/or Vacation Leave. Staff who do not have and/or are not eligible for paid leave may be eligible for leave without pay.

The Superintendent understands this means that many staff may quickly exhaust their Personal and/or Vacation Leave, and may be willing to give consideration to leave without pay requests due to the current extenuating circumstances.

Accommodations

The District makes every effort to reasonably accommodate employees in accordance with the

Americans with Disabilities Act (ADA). The ADA defines disability as a mental or physical impairment that substantially limits a major life activity, and generally requires accommodation for employees who are qualified to perform their essential job duties and have a disability or have a record of having a disability. There is a specific process for requests for accommodations under the ADA, and medical documentation may be requested in order to process the request.

Employees should discuss with their supervisor or Sally Ost, Human Resource Director, sally.ost@k12.nd.us (supervisors: if your employee discusses accommodations with you contact Sally Ost immediately), if they think they require an accommodation.

Other COVID Specific paid and unpaid leave considerations

Staff who must quarantine as ordered by a state or local health official, will use leave under the FFCRA if they are eligible, and then will be required to use their available Sick Leave. If their Sick Leave has been exhausted, they will be required to use their available Personal Leave and/or Vacation Leave. Staff who do not have and/or are not eligible for paid leave may be eligible for leave without pay.

North Dakota Workforce Safety & Insurance (WSI) and COVID

Per WSI, employees who contract COVID-19 are not eligible for workers' compensation benefits. WSI states, "Diseases to which the general public outside of employment are exposed are specifically excluded from workers' compensation coverage in North Dakota. COVID-19 fits into this exclusion. Even though it may be contended an employee contracted COVID-19 while working, the employee is not eligible for workers' compensation benefits for this type of illness."

Privacy and Confidentiality Concerns

During this time it is likely you may suddenly have a colleague or student absent, and not know the reason why. Ensure usual procedures for notifying individuals about absences of students or staff are followed. Due to privacy concerns, please know that you may not be privy to the reason why someone is absent. You will be notified, as soon as possible, if there is a health/safety issue that you need to be aware of.