SCSD
EMPLOYEE
REENTRY
GUIDE
2020-21
SCSD
PLAN
REPORTING TO WORK AND JOB DUTIES

As we anticipate and prepare to start the 20-21 school year, we will expect staff to report to work and assist in this goal. The District has published its reentry plan as we move toward opening our doors on August 24th. The District may choose to modify the reentry plan based on the changing environmental conditions of COVID-19.

All information in planning will continue to be based on local health department guidelines. If your position is required to come to work, you will need to attend. Please note that this may change at any time.

The District recognizes staff may have various views on reentry and their responsibilities. Yet, the District will continue to receive guidance from the local health department. It is also the district’s suggestion that all staff adhere to local health department guidelines.

Monitoring Your Symptoms

If you are an employee and displaying symptoms, daily self-check is imperative. If you have encountered one of the following within the last 14 days, we recommend you stay home:

- Cough
- Fever
- Shortness of breath
- Fatigue
- Additional symptoms as reported by the CDC on April 26th, 2020

Employees should not come to work under any circumstances if they are sick, and they should leave work immediately if they start to feel ill. Please reach Human Resources with questions.

If you have symptoms/have testing questions:

- Monitor your symptoms for change or severity.
- Call your doctor’s office or local clinic, undergo an online virtual screening through medical providers, or call the St. Charles County COVID-19 Information Hotline at 636-949-1899 for guidance.
- Your doctor may recommend self-quarantine or isolation. Be prepared in advance should these be necessary.
**Appropriate Communication**

The employee must preserve the confidentiality of medical knowledge regarding staff and students. The district does not promote gossip or discourteous treatment of staff, as stated in staff conduct policy, GBCB.

We acknowledge there could be some anxiety, and all positive cases will be communicated to our local health department. Therefore, we must remember that during a regular school year, many similar symptoms are related to the standard flu, cold, and allergy seasons that coincide with the COVID-19 pandemic. At the same time, we should not assume that someone has COVID-19 and discuss symptoms with others. The district will leave any diagnosis to our local health authorities and will not diagnose employees ourselves.

**Reporting Leave**

If using personal leave or sick leave for non-COVID-19 related issues:

- You must report to your supervisor in accordance with policies GCBDA and GDBDA and GBCB, and GBCBC.

If using leave related to COVID-19 (positive test for self or family member in your household/care or do not have adequate childcare and are eligible for FMLA extension):

- You must report information to your supervisor and contact Human Resources for guidance.
- Must follow HR guidance and must complete all required steps under law and policy.
- If HR guidance is that you report to work, as you do not meet legal requirements, must comply with policies related to leave (GBBDA, GBCBC, GCBDA, GCBDB, GDBDA).

Family Medical Leave GBBDA  
Staff Absence and Tardiness GBCBC  
Professional Staff Short Term Leave GCBDA  
Professional Staff Long Term Leave and Absences GCBDB  
Support Staff Leaves GDBDA  
Support Staff Long Term Leaves GDBDB
COVID-19 Related Leave

The Families First Coronavirus Response Act (FFCRA) requires employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. The provisions will apply from April 1st, 2020, through December 31st, 2020.

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, 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;
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

The district will provide employees up to 10 days (80 hours, or a part-time employee's two-week equivalent) of paid sick leave, paid at:

- 100% of salary for qualifying reasons #1-3 above, up to $511 daily and $5,110 total;
- 2/3 of salary for qualifying reasons #4 and #5 above, up to $200 daily and $2,000 total; and
- Up to 10 weeks of paid sick leave (out of 12 total weeks) and expanded family and medical leave paid at 2/3 of salary for qualifying reason #5 above, up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours the employee is typically scheduled to work. Staff may email their request for this leave to Rodney Lewis at rlewis@stcharlessd.org.

Should an employee continue to need leave for COVID-19 related medical reasons after the 10 days, they may use their own accrued sick leave.
COVID-19 Related Leave (cont.)

Notice: Where leave is foreseeable, an employee should provide notice of leave if possible. After the first workday of paid sick time, SCSD may require employees to follow reasonable procedures to continue paid sick time. Employees and supervisors should contact Human Resources for guidance.

The City of St. Charles School District offers employees leave options provided under policies GCBDA and GDBDA. Additionally, the district has policies related to the Family Medical Leave Act, as long as employees meet the minimum requirements and documentation requirements outlined under the policy. For more information about these policies and more, please visit the following link:

- Professional Staff Short Term Leave GCBDA
- Support Staff Leaves GDBDA

If Work Is Not Available (regular positions and extra duty)

If the district should have to close again, activities may be impacted. The District intends to pay all individuals or re-assign duties to ensure that services are still provided to all students, and that pay remains. Should the budget be impacted so that the District cannot afford standard operating procedures, employees will be notified in advance.
FREQUENTLY ASKED QUESTIONS

Are staff expected to wear masks?
All staff members will be expected to wear a mask when working. No mask are required when in their classrooms alone or teaching students with proper social distancing.

Is wearing a mask optional?
No, all staff will be expected to wear a mask until further notice.

Will staff be provided masks?
Yes, all staff will be provided one mask at the beginning of the school year.

What if my child or I have a compromised immune system?
If you are eligible for either FMLA or expanded FMLA provided under the FFCRA, you may have the opportunity to receive paid or unpaid leave. Please contact HR to work through all scenarios.

What is being done to keep our staff safe?
The District has instituted new cleaning protocols, social distancing guidelines, and processes in each school to comply with local health department guidelines. All SCSD staff will be given a mask and an individual hand sanitizer to start the year. It is our mission and responsibility to keep staff and students safe.

What is the district doing to protect employees and limiting interaction with multiple people?
The District is providing PPE to staff and creating plexiglass guards for individuals in high reception/traffic areas. Additionally, the custodial staff has implemented cleaning guidelines in compliance with the Center for Disease Control and Prevention (CDC) cleaning and sanitation guidelines.
FAQ (cont.)

What would my school do if there was a positive COVID-19 test?
The school/District will work in conjunction with the St. Charles County Department of Public Health to determine the extent of exposure and develop a plan to prevent and stop the infection in the school. Below are some steps that can be taken to ensure a more straightforward investigation process.

1. Implement assigned seating in school as often as possible. This seating arrangement will facilitate the investigation process surrounding a positive case as it tells us precisely who was around that case. This will help prevent any guessing on close contacts and decrease the number of students/staff who might need to be quarantined.

2. Report the case to SCCDPH as soon as possible. Positive (and negative) COVID-19 results are required to be reported to the local health department of the tested person's county of residence.

3. Develop a list of all possible exposures to the positive case (within 6 feet for 15 minutes or more, starting two days before symptom onset). The people on this list who had prolonged contact will have to be quarantined at home for 14 days after their last exposure. School personnel will work with SCCDPH to reach out to the affected families and provide quarantine information.

4. Implement disinfecting/cleaning procedures. Conduct deep cleaning of the school before students/staff returning.

What if I don't feel well?
Please stay home or make arrangements to leave school with your direct supervisor. If you believe your symptoms are COVID-19 related, additional leave may be available according to the Families First Coronavirus Response Act (FFCRA). You will still need to report your absence following policy, and you will need to contact Human Resources for immediate guidance.

The following return to school guidelines will be used for a staff member sent home with COVID-19 like symptoms:
The staff member...
- Must be fever free a minimum of 72 hours without fever-reducing medication
- AND have an improvement in symptoms (cough/shortness of breath)
- AND bring Medical Clearance to return to school signed by their licensed health care provider (MD/DO/NP).
FAQ (cont.)

What if I am sick, but it's not COVID related?
If you are sick, but it is not COVID-19 related, you will use your sick leave following policy. This process will not change from our previous standard process.

What if I use all of my Emergency Paid Sick Leave (10 days for full FTE employees) to care for a family member but get COVID symptoms? Do I get more emergency paid sick leave?
No. If you use all your allotted Emergency Paid Sick Leave under FFCRA, you will not receive additional emergency paid sick leave for a different qualifying reason. However, you could use your district paid leave, or you may be eligible for traditional FMLA.

Can I use my district-provided leave to offset the 2/3 pay rate during a period of leave I must take for caring for my child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19?
When an employee is taking Emergency Paid Sick Leave, they may not use existing district-provided leave to supplement their leave benefits.

How do I report my leave?
If you are out for COVID or non-COVID related reasons, you will need to let your supervisor know. You will report and have your leave recorded like normal if it is non-COVID related. If it is COVID related, you will also need to be in contact with HR, so that we can direct you to the type of leave that is required/allowed for the absence.

Do I need to contact Human Resources regarding my COVID-related leave?
Yes, HR will direct you to the type of leave that is required/allowed under federal law or policy. You may not have to use your own personal paid or sick leave if it is COVID related. However, there will be a process to determine this, and you will want to work with Human Resources.

Can the District send me home? If so, do I have to use my leave?
The District may send you home if it is believed you have COVID-19 symptoms and placed on Paid Administrative Leave. There will be expectations for you to pursue treatment or medical consultation. If you do not seek medical attention, you will be required to use your leave for any time missed. If you continue to miss work for COVID related reasons and seek treatment through a medical provider, including testing, you may be eligible for the Emergency Sick Leave through FFCRA. Please consult Human Resources.
FAQ (cont.)

Can my supervisor or HR ask me about my symptoms if they are related to COVID?
Because COVID-19 is a medical condition that affects others and has been deemed a public health concern, employers may ask employees if they are experiencing COVID-related symptoms.

What if I don't feel comfortable coming into work?
The district recognizes that every employee feels something different right now, and there is a lot of information circulating regarding COVID-19. We know for sure that our local health officials are guiding us through the process based on science and data. They are implementing guidelines to ensure our staff and students are safe. Although you may have fears about returning, we will require employees to return to their positions based on those guidelines. If the guidelines are relaxed or tightened based on the data at any time, the City of St. Charles School District will adjust to those changes. If you have a medical condition that prevents you from returning, you will need to contact Human Resources.

If I am a benefit earning employee and use COVID related leave, will I still get my benefits?
As long as you are a benefit-eligible employee, and remain in paid status, your district-provided and paid benefits will continue. If you are no longer in paid status and are using some form of approved non-paid leave, you may be responsible for a portion of your benefits premium. Please consult with Human Resources.

If I care for my child who has COVID, do I get the 2/3 emergency paid sick leave for two weeks and then up to 10 weeks of 2/3 paid leave for the expanded FMLA?
This scenario is possible. For situations that are specific to COVID, please contact Human Resources.

If I care for my child, can I use the leave every other day or every other week?
Leave provided under the Family First Coronavirus Response Act (FFCRA) can only be used intermittently upon agreement between the employee and the employer.

If I am pregnant and want to continue self-quarantine, how will the time off be handled?
You should speak to your medical professional. If you are advised to self-quarantine, the employee would be covered by the FFCRA, reason #2. If your medical professional does not advise self-quarantine and you choose to self-quarantine, the employee can choose to take their accrued vacation, sick, or personal leave. Approved dock time may also be requested.
FAQ (cont.)

What if an employee has a child who attends a school/daycare that closes due to coronavirus, and the employee has to stay home to care for the child?
Effective April 1st- December 31st, 2020, the Emergency Family Medical Leave Expansion Act allows employees to take protected leave for child care for up to 12 weeks. Employees are eligible for this leave if they were an employee for at least the last 30 calendar days in advance of needing the leave. For the first 10 days of leave, employees are required to use their own accrued paid time (personal, sick-to-personal conversion vacation, etc.) The district will pay the remainder of the leave at a rate of 2/3 of the employee's salary with a cap of $200 per day and a maximum of $10,000 per employee. Part-time employees will be paid based on the average number of hours worked during the last 6-month period. Staff may email their request for this leave to Rodney Lewis at rlewis@stcharlessd.org.

Employees may choose to continue to take their accrued vacation or personal leave to receive their full pay until daycare can be arranged.

What should I do if I learn I have been in contact with someone who has COVID-19 symptoms?
The employee can continue to come to work. They can also contact the health department for additional guidance.

What should I do if I learn I have been in contact with someone who has COVID-19?
The employee should stay home or go home and contact health department for further guidance.

What if an employee has had indirect contact with a confirmed case (contact with another individual who did have confirmed exposure)?
The employee can continue to come to work and can also contact the health department for additional guidance.

Contacts

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Email: rlewis@stcharlessd.org

St. Charles County Health Department
Phone: 636-949-7900
Phone: 1-800-822-4012
Email: webmaster@sccmo.org
## COVID 19 – LEAVE GUIDANCE

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<tr>
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<tbody>
<tr>
<td>10 working days (up to 80 hours) based on scheduled hours worked – if unable to work or telework</td>
<td>Up to 12 weeks of leave, with up to 10 weeks paid FMLA leave at 2/3 pay, continued insurance, and job security, not to exceed total of 12 weeks for types of FMLA leave</td>
<td>Accumulated leave for personal, sick, or vacation</td>
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<tr>
<td>Employee is subject to federal, state, or local quarantine order</td>
<td>Regular rate of pay subject to a maximum of $511 per day or $5,110 over the entire 80 hours</td>
<td>N/A</td>
<td>Employee may substitute district paid leave at a higher rate</td>
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<tr>
<td>Employee has been advised by a health care provider to self-quarantine</td>
<td>Regular rate of pay subject to a maximum of $511 per day or $5,110 over the entire 80 hours</td>
<td>N/A</td>
<td>Employee may substitute district paid leave at a higher rate</td>
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<tr>
<td>Employee is experiencing symptoms and seeking a diagnosis from a health care provider</td>
<td>Regular rate of pay subject to a maximum of $511 per day or $5,110 over the entire 80 hours</td>
<td>N/A</td>
<td>Employee may substitute district paid leave at a higher rate</td>
</tr>
<tr>
<td>Employee caring for an individual who is subject to a quarantine or isolation order or has been advised to self-quarantine</td>
<td>Maximum of $200 per day, or $2,000 over the entire 80 hour period</td>
<td>N/A</td>
<td>Employee may substitute district paid leave at a higher rate, if district policies permit</td>
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<tr>
<td>Employee caring for a son or daughter if the child's daycare is closed or the childcare provider is unavailable – all due to COVID-19</td>
<td>First 80 hours not required to be paid; maximum of $200 per day, or $2,000 over the entire 80 hour period (if not previously exhausted for other purposes and employee elects to use it)</td>
<td>Up to a total of 12 weeks (subject to reduction for 80 hours of EPSL and prior used of regular FMLA) at the rate of $200 per day, for a maximum of $12,000 over the entire 12 weeks</td>
<td>Employee may substitute unused EPSL up to 80 hours, if not previously exhausted, and may substitute accrued paid leave at a higher rate for those 80 hours</td>
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<tr>
<td>Employee is experiencing other “substantially similar conditions” listed by the Secretary of Health and Human Services</td>
<td>Maximum of $200 per day, or $2,000 over the entire 80 hour period</td>
<td>N/A</td>
<td>Employee may substitute district paid leave at a higher rate, if district policies permit (However, DHHS has not defined the term “substantially similar conditions,” and does not expect it to be used as a basis for leave)</td>
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<tr>
<td>Employee is sick with COVID-19 and has been advised to self-quarantine by a physician</td>
<td>Regular rate of pay subject to a maximum of $511 per day or $5,110 over the entire 80 hours</td>
<td>N/A (Could be a “serious health condition” covered under regular FMLA rules if employee qualifies for regular FMLA leave)</td>
<td>Employee may substitute district paid leave at a higher rate, if district policies permit</td>
</tr>
<tr>
<td>Employee's parent, spouse or child is sick with COVID-19 and has been advised to self-quarantine by a physician and employee must care for the person</td>
<td>Maximum of $200 per day, or $2,000 over the entire 80 hour period</td>
<td>N/A (Could be a “serious health condition” covered under regular FMLA rules if employee qualifies for regular FMLA leave)</td>
<td>Employee may substitute district paid leave at a higher rate, if district policies permit</td>
</tr>
<tr>
<td>Employee is sick with COVID-19 like symptoms, but has not sought diagnosis or treatments from a physician and has chosen to self-quarantine</td>
<td>N/A</td>
<td>N/A (Could be a “serious health condition” covered under regular FMLA rules if employee qualifies for regular FMLA leave)</td>
<td>Employee may be eligible to substitute district paid leave at a higher rate, if district policies permit</td>
</tr>
<tr>
<td>Employee's parent, spouse or child is sick with COVID-19 like symptoms but has not sought diagnosis or treatment from a physician and has chosen to self-quarantine, and employee must care for the individual</td>
<td>N/A</td>
<td>N/A (Could be a “serious health condition” covered under regular FMLA rules if employee qualifies for regular FMLA leave)</td>
<td>Employee may be eligible to substitute district paid leave at a higher rate, if district policies permit</td>
</tr>
</tbody>
</table>
Notes: All emergency leave under the FFCRA expires December 31, 2020. Quarantine, isolation, and self-quarantine orders are not the same as a stay-at-home or shelter-in-place orders. The district may require documentation from health care providers, schools, and childcare providers for FFCRA leaves.

<table>
<thead>
<tr>
<th>Employee has a compromised immune system and is afraid to come to work</th>
<th>N/A</th>
<th>N/A</th>
<th>Requires physician documentation; reasonable accommodations may be available; employee may be able to use accrued leave; absent documentation and/or accrued leave, the employee could be docked; a resourceful employee might be able to get a physician to issue a quarantine order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee lives with an individual who has a compromised immune system or is otherwise medically vulnerable, and is afraid of transmitting the virus to that individual</td>
<td>N/A</td>
<td>N/A</td>
<td>Not required to provide reasonable accommodations for third parties living or associated with employee; a resourceful employee might be able to get a physician to issue a quarantine order</td>
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Notes:
- SCSD give all employees 10 days of Emergency Sick Leave
- EFMLA is is paid at 2/3-max $200 a day 10 weeks-the first 2 weeks can be paid at 2/3-max $200 or district paid leave
- EFMLA coincides with regular FMLA
- Employees cannot use “substantially similar conditions” until it is defined by Department Health Services
- Employees can use ESL with regular FMLA
- If school is closed, and child is not sick, employee cannot use sick leave to cover the first 2 weeks of EFMLA. They could use 3 personal days + 2 conversion. The remainder would be covered under ESL (if available) or no pay.