

Approved 8/10/2020

COVID -19 SUPPLEMENTAL HANDBOOK ADDENDUM Professional and Support Staff

The following workplace protocols will be in effect during the COVID-19 Pandemic. These mandatory protocols are designed to mitigate your exposure to COVID-19 in the workplace but will not necessarily prevent you from nevertheless contracting the disease. The following protocols may be amended from time to time at the discretion of the District Administrator as COVID-19 guidance and recommendations continue to evolve and/or circumstances dictate.

Part 1

Staff 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.

Monitor your health: Employees must take their temperature and monitor their personal health prior to coming to the building.

- ❖ **Employees must stay home if they exhibit any of the following symptoms in isolation or combination:** Fever of 100.4°F or more, chills, cough, shortness of breath or sore throat, loss of sense of smell/taste; muscle fatigue/body aches, nausea, vomiting, or diarrhea. ***This is not a complete list of possible COVID-19 symptoms. For a complete list of COVID-19 symptoms, please monitor the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>***

- ❖ **Employees must stay home if they are diagnosed with COVID-19. (see return to work below). *Green County Health Department (GCHD) will work in conjunction with the Albany School District to provide guidance and documentation for return to work.***

Stay home if an individual you reside with has COVID-19: Employees who are well but have a family member or individual they reside with at home who is sick with COVID-19 must immediately notify their supervisor and stay home. Families First Coronavirus Response Emergency Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request. If you do not wish to take leave and believe that you are able to continue to work from home, the District may grant such a request after taking all considerations into account on a case-by-case basis.

Notify Frontline if you are home sick: Employees should notify Frontline and direct supervisor and stay home if they are sick. Families First Coronavirus Response Emergency

Leave or other staff handbook leave provisions (sick leave for example) may apply and be available upon request. (Additional information on how to access leave for your illness is contained in your Employee Handbook).

RETURN TO WORK

An employee who intends to return to work following a COVID-19 related absence, must (a) notify the District of the date he/she intends to return to work in advance of the intended return date, and (b) submit with his/her request to return a doctor's or GCHD note certifying that the employee is fit for duty. Please keep the Superintendent/HR notified of your situation.

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 per current guidelines. Individuals that test positive for COVID-19 must meet quarantine guidelines and be symptom-free for 24 hours before they can return to work. Individuals in quarantine that do not demonstrate symptoms during the quarantine may return to work after the quarantine period. Please keep the Superintendent/HR notified of your situation.

Albany will collaborate with the Green County Health Department and follow their procedures for contact tracing for staff and students.

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. Families First Coronavirus Response Act (FFCRA) - (currently valid 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 your daily rate
- 2/3 for qualifying reasons #4 and 6 above, up to $\frac{2}{3}$ of your daily rate.
- 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 2/3 of your daily rate.

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 Mr. Trow and Mrs. Berget 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.

D. 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. Staff who are out, but wanting to continue to work should contact the Superintendent Trow to see what accommodations for work and leave can be made. Some jobs and duties may not allow for this provision. Each situation will be evaluated independently.

E. 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 District Administrator. 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. Medical documentation from a medical provider will be required.

F. Professional Day (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.

Part 2

IMPLEMENTATION OF PREVENTION PRACTICES IN THE WORKPLACE

- The School District of Albany will establish an Opening Plan for the 2020-21 school year that will include options for instruction both in person and virtually that will include procedures for preventive practice.
- Various Social Distancing practices will be observed to the extent possible. Seating has been arranged to the maximum distance possible at minimum 3 feet. Barriers will be installed in some classrooms, lunchrooms, Library and office areas.
- The District will establish procedures to reduce in-person contact during the entry to and exit from facilities.
- Staff should limit numbers of people in common gathering areas such as bathrooms, teacher work areas, teacher's lounge.

- Staff should social distance while gathering. No more than five staff members should be in any enclosed area unless directed by administration.
- Supervisors may designate certain areas as “off-limits” without pre-approval. Example, our isolation rooms near the office.
- There will be restrictions on in-person meetings, in-services, training, etc. to the extent practicable.
- The District will consider alternatives to in-person staff prep, development, in-service and planning days.
- If in-person meetings or conversations are necessary (as is likely unavoidable to a certain extent), staff should consider having such conversations take place in open-doored offices and/or settings with enough space to allow for social distancing and proper ventilation. Conversations and gatherings in congested locations such as hallways, bathrooms, and break rooms should be avoided, and staff should use technology for communication purposes to the extent possible.
- Tape or some other markers to establish the appropriate social distancing will be placed near copiers, and other areas where lines of people occur.
- Hand shaking, fist bumping, or other forms of physical contact unless connected to a medical emergency is prohibited.
- The District is restricting non-essential visitors, including, but not limited to, contractors, suppliers, and vendors.

Required Face Coverings:

1. The use of face coverings will be required, at all times, when social distancing is not possible, during face-to-face conversations, in common and/or congested areas, etc.). ADA reasonable accommodations may be required for employees with disabilities that would restrict their ability to use face coverings. Face shields will also be available upon request.
2. The District will provide employees with two face coverings and will allow employees to bring their own as well. There may be particular positions where the essential functions of the position require the employee to have personal protective equipment. In such circumstances, the District shall provide such personal protective equipment to such employees.
3. The District will post informational posters and signs.

Sanitation and Hygiene

The District will provide personal hygiene “best practices” and requirements to employees and the means for providing the employees with this information. For example, [the CDC has advised](#) that washing hands with soap and water is the best way to get rid of germs in most situations. Hand sanitizer may be used when hand washing with soap and water is not possible but should not be substituted when hand washing is possible. Employees touch many public surfaces on their way from home to the office and should wash their hands shortly after entering the office.

- Encourage employees to avoid touching their eyes, nose, mouth, and face coverings with unwashed hands.
- Establish requirements and procedures with respect to employee responsibilities to clean and disinfect frequently touched surfaces on a daily or even more frequent basis. See the [CDC's COVID-19 Disinfection Guidance](#).
- The District will provide hand sanitizer and disinfectant spray/wipes throughout District facilities for staff to use, including near high-touch areas such as copiers, telephones, keyboards, printers, microwaves, touch screens, etc.
- Certain doors may be propped open at the beginning and end of the day to avoid mass touching.
- The use of District water fountains will be prohibited with exception to water bottle fillers.
- Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment when possible and requiring employees to disinfect equipment after each use if such use is unavoidable.

Cleaning and Disinfecting:

- Maintenance and custodial staff will establish appropriate cleaning and disinfecting procedures and requirements.
- Air quality, filtration, and ventilation will be increased where possible.
- Employees should notify their supervisor of the need for cleaning particular areas that appear to be unsanitary.

Additional Preventative Measures and Resources:

Additional training opportunities, informational handouts, and displaying informational pieces and posters available in addition to any other communication methods (e.g., email, website postings, etc.). For example:

- 1) [Stop the Spread of Germs](#)
- 2) [The Symptoms of Coronavirus Disease 2019, and Stay Home When You Are Sick.](#)
- 3) CDC [communication materials](#)

Sources and Workplace Education Posters:

Wisconsin Department of Health Services <https://www.dhs.wisconsin.gov/covid-19/employers.htm>

Equal Employment Opportunity Commission's Pandemic Preparedness in the Workplace and the Americans with Disabilities Act

<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

Equal Employment Opportunity Commission's "What You Should Know about COVID-19 and ADA Rehabilitation Act and Other EEO Laws"

<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>

CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>

CDC Workplace Decision Tree

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>

CDC Childcare and Guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

CDC Reopening America Guidance

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

OSHA Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

OSHA Guidance Summary Document – Ten Steps All Workplaces Can Take

<https://www.osha.gov/Publications/OSHA3994.pdf>

WEDC website at:

<file:///S:/Aggregated%20General%20Information/COVID%2019/COVID-19-General-Guidelines%2020200508.pdf>

[U.S. Environmental Protection Agency \(EPA\) - Disinfectants](#)

Workplace Education Posters include the following (*these are hyperlinks*):

- **[Considerations for High Risk Individuals](#)**
- **[How to Wear and Remove a Mask](#)**
- **[Identifying the Latest COVID Symptoms](#)**
- **[Preventing the Spread of COVID](#)**
- **[Returning to Work after COVID](#)**
- **[Stay Home From Work if you are Sick](#)**
- **[Stop the Spread of Germs](#)**
- **[Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus](#)**
- **[Wash Your Hands for 20 Seconds](#)**
- **[What You Should Know About COVID to Protect Yourself and Others](#)**

RECEIPT AND ACKNOWLEDGMENT

I hereby acknowledge that it is my responsibility to become familiar with the contents of the Albany School District'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

Please sign and return to Shari Berget.