

2021-22 Procedures for COVID-19 Related Leave

Beginning on August 25, 2021 HCPSS will handle absences due to potential or actual cases of COVID-19 in the manner described below.

Each situation is dependent upon the employee's vaccination status and related job duties.

1. **Employees who test positive for COVID-19 or who must quarantine due to a WORK-RELATED COVID-19 EXPOSURE** will be governed by the following procedures. **Please note:** vaccinated staff who are close contacts do not need to follow the steps listed below, unless they display symptoms. They can continue to work as long as they are symptom free and able to consistently wear a mask.
 - a. **Vaccinated Employees or Employees who Cannot be Vaccinated Due to A Documented Medical Condition or Sincerely Held Religious Belief**
Please note: Unvaccinated employees who have a medical condition that prevents them from being vaccinated will need to provide documentation from a doctor. The documentation DOES NOT need to say what the medical condition is, just that the employee has a medical condition preventing them from being vaccinated. Unvaccinated employees who are not vaccinated due to a sincerely held religious belief will need to provide a signed statement stating that fact. Documentation of medical or religious reasons for non-vaccination must be emailed to vax_exempt@hcpss.org.
 - i. **Employees who are well enough to work and whose jobs do allow for telework:** They will telework during the length of their absence due to quarantine. **Please note: School based positions do not allow for telework.**
 - ii. **Employees who are unable to telework due either to COVID-19 symptoms or the nature of their job duties:** They will be placed on Paid Administrative Leave. Details regarding the length of the paid administrative leave and actions the employee needs to complete during that leave will be shared with the employee. Many staff members on paid administrative leave will be asked to provide support to their regular job while on this paid leave.
 - b. **Employees who are not Vaccinated and do not have a Documented Medical Condition or Sincerely Held Religious Belief that Prevents them from being Vaccinated**
 - i. They must use their own sick, personal or unpaid leave for the duration of the quarantine.
2. **Employees who contract COVID-19 OUTSIDE OF WORK** should follow the following procedures:
 - a. Alert an individual from the Office of Health Services (school nurse or school health assistant if school-based, or Director of Health Services, Kerrie Wagaman if a central office employee).
 - b. Quarantine and do not attend the worksite.
 - i. **Vaccinated Employees or Employees who Cannot be Vaccinated Due to A Documented Medical Condition or Sincerely Held Religious Belief** **Please note:** Unvaccinated employees who have a medical condition that prevents them from being vaccinated will need to provide documentation from a doctor. The documentation DOES NOT need to say what the medical condition is, just that the employee has a medical condition preventing them from being vaccinated. Unvaccinated employees who are not vaccinated due to a sincerely held religious belief will need to provide a signed

statement stating that fact. Documentation of medical or religious reasons for non-vaccination must be emailed to vax_exempt@hcpss.org.*

1. **Employees whose jobs allow for telework and are well enough to telework.**

Please note: School based positions do not allow for telework.

- a. if they submit documentation of a positive COVID-19 test. They may telework for 10 calendar days.
 - i. A copy of the document must be shared with the employee's supervisor and an individual from the Office of Health Services (school nurse or school health assistant if school-based, or Director of Health Services, Kerrie Wagaman, if a central office employee).

2. **Employees who do not have a position that allows for teleworking and they are well enough to work:**

- a. if they submit documentation of a positive COVID-19 test. They will be placed on paid administrative leave for 10 calendar days. Actions the employee needs to complete during that leave will be shared with the employee. Many staff members on paid administrative leave will be asked to provide support to their regular job while on this paid leave.
 - i. A copy of the document must be shared with the employee's supervisor and an individual from the Office of Health Services (school nurse or school health assistant if school-based, or Director of Health Services, Kerrie Wagaman if central office employee).

3. **Employees who are not well enough to telework or perform other duties as assigned during their paid administrative leave:**

- a. They must use their own sick, personal or unpaid leave for the duration of the isolation.

ii. **Employees who are not Vaccinated and do not have a Documented Medical Condition or Sincerely Held Religious Belief that Prevents them from being Vaccinated**

1. They must use their own sick, personal or unpaid leave for the duration of the isolation.

c. Employees must remain away from the worksite for 10 days from the date of the positive test or symptom onset, whichever is first.

- i. If after 10 days the employee has a fever or other COVID symptoms that have not improved, they must continue to not attend work until symptoms improve.
 1. Employees who were teleworking or were on paid administrative leave and who submitted the proper documentation: If the employee is not able to return to the worksite after 10 days, all additional days are not approved for teleworking or paid administrative leave and the employee must use their sick, personal or annual leave or take unpaid leave.
- ii. If they are symptom free they can attend work on day 11.

3. **Employees who have a COVID-19 exposure OUTSIDE OF WORK** that identified them as a close contact should follow the following procedures. **Please note:** vaccinated staff who are close contacts

do not need to follow the steps listed below, unless they display symptoms. They can continue to work as long as they are symptom free and able to consistently wear a mask.

- a. Alert an individual from the Office of Health Services (school nurse or school health assistant if school-based, or Director of Health Services, Kerrie Wagaman if central office employee).
- b. Quarantine and do not attend the worksite.

- i. **Vaccinated Employees or Employees who Cannot be Vaccinated Due to A Documented Medical Condition or Sincerely Held Religious Belief** Please note: Unvaccinated employees who have a medical condition that prevents them from being vaccinated will need to provide documentation from a doctor. The documentation DOES NOT need to say what the medical condition is, just that the employee has a medical condition preventing them from being vaccinated. Unvaccinated employees who are not vaccinated due to a sincerely held religious belief will need to provide a signed statement stating that fact. Documentation of medical or religious reasons for non-vaccination must be emailed to vax_exempt@hcpss.org.*

1. **Employees whose jobs do allow for telework. Please note: School based positions do not allow for telework**

- a. They may telework if they submit an official document (email or letter) from a state or local health department stating that they need to quarantine due to being a close contact. They may telework for the length of time needed to quarantine as identified on the document. A copy of the document must be shared with the employee's supervisor and an individual from the Office of Health Services (school nurse or school health assistant if school-based, or Director of Health Services, Kerrie Wagaman if central office).
- b. The employee must take their sick, personal or annual leave or take unpaid leave until the official document is received by the supervisor or if they do not have official documentation. Any leave used by the employee prior to submitting the documentation will not be restored retroactively.

2. **Employees who do not have a position that allows for teleworking**

- a. They will be put on paid administrative leave if they submit an official document (email or letter) from a state or local health department stating that they need to quarantine due to being a close contact. A copy of the document must be shared with the employee's supervisor and an individual from the Office of Health Services (school nurse or school health assistant if school-based, or Director of Health Services, Kerrie Wagaman if central office).
- b. The employee must take their sick, personal or annual leave or take unpaid leave until the official document is received by the supervisor or if they do not have official documentation.. Any leave used by the employee prior to submitting the documentation will not be restored retroactively.

- ii. **Employees who are not Vaccinated and do not have a Documented Medical Condition or Sincerely Held Religious Belief that Prevents them from being Vaccinated**

- a. They must use their sick, personal or annual leave or take unpaid leave.

- c. After the tenth day of the exposure, the employee may return to work if they have had no symptoms during the entire 10-day quarantine and continue to monitor for symptoms for the rest of the 14 day period.
 - d. Employees who show symptoms at any point of their quarantine must quarantine for 14 days and can return on day 15 if they have a negative PCR COVID-19 test.
 - i. Employees whose jobs allowed for teleworking and who submitted the proper documentation: If the quarantine period extends beyond the days listed in the official document, the employee is not approved to continue to telework and must use their sick, personal or annual leave or take unpaid leave.
 - e. Employees who show symptoms and then are tested and confirmed positive for COVID-19 need to follow the procedures listed above in #2 **Employees who contract COVID-19 OUTSIDE OF WORK.**
4. **Employees who may be symptomatic but do not test positive for COVID-19 or have not had a confirmed exposure from a health department or HCPSS Health Services** will be governed by the following rules:
- a. Employees are required to perform a health check prior to coming to any HCPSS buildings. If employees are experiencing COVID-Like Infection (CLI) symptoms, they must not report to their work sites.
 - i. Employees may not telework and must use their sick, personal or annual leave or take unpaid leave.
 - ii. Employees may return to the work site once they no longer exhibit symptoms as identified on the self-screening checklist or have obtained a medical release to return to work that they are not contagious and/or have an alternative diagnosis.
 - iii. Employees with underlying health conditions (i.e. seasonal allergies, asthma) that may cause symptoms designated by the CDC as CLI are encouraged to get a note from a health care provider explaining that the symptoms are not COVID-19 related. If an employee exhibits COVID-19 like symptoms, but the employee provided a doctor's note attributing those symptoms to a non-COVID-19 health condition, the employee will not be directed to quarantine or leave the school building.
 - b. Employees who are identified as having CLI symptoms during the work day and are directed by HCPSS to leave the work site for purpose of quarantine due to these symptoms will be allowed to telework or be placed on paid administrative leave until the results of the COVID-19 test are received as long as the following conditions are met:
 - i. The employee is well enough to telework or perform other assigned duties during their paid administrative leave.
 - ii. The employee consents to the HCPSS provided COVID-19 testing that will occur at the worksite (rapid and/or PCR testing).
 - 1. An employee who does not consent to the HCPSS provided testing will not be tested at their worksite and must use their own accrued leave while quarantining.
 - iii. The employee has not previously been approved to telework or take paid administrative leave due to being directed to leave the school building for COVID-19 like symptoms.
 - 1. On the second and subsequent occurrences the employee must use their own accrued leave.
 - c. After receipt of the PCR test results:

- i. If the test is positive, the procedure in #1 **Employees who test positive for COVID-19 or who must quarantine due to a WORK-RELATED COVID-19 EXPOSURE** or #2 - **Employees who contract COVID-19 OUTSIDE OF WORK** above will be used.
 1. If the procedures in #1 **Employees who test positive for COVID-19 or who must quarantine due to a WORK-RELATED COVID-19 EXPOSURE** are used, the days the staff member was absent from their date of testing through results of testing will be retroactively changed to paid administrative leave.
- ii. If the test is negative, the employee will be permitted to return to work in-person if fever-free and feeling well enough to return to work, or, if not well enough to work, may use their own accrued leave or request unpaid leave to remain away from the workplace.

*Staff with medical or religious reasons to not be vaccinated are strongly encouraged to send the documentation to vax_exempt@hcpss.org as soon as possible. If the documentation is not on file when a staff member needs to quarantine, that staff member will need to use their own leave and days will not be changed retroactively to paid administrative leave if and when the documentation is submitted.