



COVID-19 UPATE

TO: All District Employees
FROM: Jeff Serpico, Human Resources Director
DATE: **September 9, 2020**
SUBJECT: COVID-19 Update – Flu Shots & Addition to Protocol

Good afternoon District Employees,

2020 Flu Shots:

Due to the continued need to restrict social gatherings because of the COVID-19 pandemic, the District will not host on-site flu shots this year. Instead, the District will reimburse employees up to \$25 for flu shots obtained at an outside provider. The District will also pay up to one hour of Administrative Leave for employees to obtain their shot at an outside provider during their normal working hours.

Please send receipt and check requests to Financial Services attention Lynn Lucuara.

Addition to District's COVID Protocol:

Column B – Household Confirmed Case (Addition Attached)

In continued support of our employees during this difficult time, the District will now pay Administrative Leave to any employee who has a member of their household test positive for COVID-19. These employees will be required to remain away from work for up to 14 days during which time they will be paid for up to 2 weeks of their authorized work hours under the Administrative Leave pay code.

The District understands the difficulty our employees may face maintaining appropriate social distancing should one or more of their household members test positive for COVID-19.

In light of this, the District will now request that any employee who has a member of their household test positive for COVID-19 remain away from work and follow the procedure under Column B (Same Household) of the District's COVID-19 Exposure Protocol (Attached).

If additional time off is required, and the employee does not qualify for paid time under Emergency Sick Leave, then they will utilize their accrued paid time off or take leave without pay.

The District's COVID-19 Exposure Protocol posted on Voyager will be updated to reflect this change.

Please take a few minutes to review the attachment.

Scenario	B. Close Contact Employee has been in Close Contact with someone who has been diagnosed (tested positive) with COVID-19. Close contact is defined as *directly interacting with the individual at a distance of less than 6 feet for a time period of 15 minutes or more <u>OR</u> **individuals living in the same household (occupy the same dwelling).	
? Same Household No/Yes→	*Directly Interacting (not same household)	**Same Household
1. Notification Requirements	<p>The notification chain is as follows: Employee is required to immediately notify their supervisor OR contact HR. If employee notifies their supervisor, the supervisor will contact HR.</p> <p>HR will immediately notify the District Safety Manager to coordinate the proper management response to questions/concerns.</p>	<p>The notification chain is as follows: Employee is required to immediately notify their supervisor OR contact HR, and leave the workplace OR do not report to work. If employee notifies their supervisor, the supervisor will contact HR.</p> <p>HR will immediately notify the District Safety Manager to coordinate the proper management response to questions/concerns.</p>
2. Continue to Work or Leave the Workplace	<p>If not symptomatic, employee may continue to work.</p> <p>If symptomatic, see column C.</p>	<p>Employee Must Immediately leave Work.</p> <p>If symptomatic, see column C.</p> <p>If the employee is not symptomatic and feels well enough to work, HR and the Department Director will determine if telecommuting is an option. If telecommuting is not an option, the employee will be placed on district paid leave (see row 6)</p>
3. Quarantine or Isolation AND When Employee is Allowed to Return to Work	<p>Employee will monitor for symptoms.</p> <p>If symptoms develop the employee will contact healthcare practitioner to seek guidance (see column C).</p>	<p>Employee will monitor for symptoms while remaining at home (away from work) for 14-days.</p> <p>If <u>symptoms develop</u> the employee will contact their</p>

	<p>If employee decides to self-quarantine (not symptomatic and no medical certification) they will be required to use their sick time, vacation, or take time off without pay (see row 6)</p> <p>Part-time have the option of taking leave without pay.</p>	<p>healthcare practitioner to seek guidance (see column C)</p> <p>If the employee <u>tests positive</u> for COVID-19 (see column D).</p> <p>If after 14-days the employee is not symptomatic, does not test positive for COVID-19 (not mandatory but recommended), and no additional household members have tested positive for COVID-19, they may return to work.</p>
<p>4. Workplace Assessment and Employee Notification Protocol</p>	<p>If employees are concerned about misinformation, or rumors begin to spread, the Supervisor will work with HR and the District Safety Manager to determine appropriate next steps.</p>	<p>If employees are concerned about misinformation, or rumors begin to spread, the Supervisor will work with HR and the District Safety Manager to determine appropriate next steps.</p>
<p>5. Environmental Intervention</p>	<p>Supervisor will immediately coordinate enhanced cleaning of the area with General Services, including the workspace and vehicles used by the employee.</p>	<p>Supervisor will immediately coordinate enhanced cleaning of the area with General Services, including the workspace and vehicles used by the employee.</p>
<p>6. Administrative</p>	<p>If employee decides to self-quarantine (not symptomatic and no medical certification) they will be required to use their sick time, vacation, or take time off without pay.</p> <p>If advised to quarantine by a medical professional (requires certification), the employee will be paid under Emergency Sick Leave for up to two weeks of their authorized work hours. After that, they will utilize their accrued paid time-off or take leave without pay.</p>	<p>If advised to remain away from work by the district, the employee will <u>be paid Administrative Leave</u> for up to two weeks of their authorized work hours. After that, they will utilize their accrued paid time-off or take leave without pay for any additional COVID related incidents.</p> <p>If advised to quarantine by a medical professional (requires certification), the employee will be paid under Emergency Sick Leave for up to two weeks of</p>

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