



## MURCHISON ISD Return to Learn Plan

*The conditions surrounding the COVID-19 pandemic are continually evolving, and Murchison's Return-to-School plans will be constantly evaluated to adapt to the continuing trends of the COVID-19 virus, especially in the City of Murchison and Henderson County.*

*Please know that Murchison ISD will follow recommendations for school opening and operation from the Centers for Disease Control (CDC), as well as state and local health officials. Circumstances related to COVID-19 may change throughout the coming school year, and this document will be updated as conditions change.*

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## Health and Safety Measures

### Infection Control Measures

- **Schools will abide by any Governor Order regarding face coverings** (*ie, if school was in session on July 9th, all students fourth grade and older would be required to wear a face covering for much of the school day*). The district will adhere to exclusions when medical documentation is provided.
- If the Governor's Order ceases, students and staff will be highly encouraged to wear face coverings when they cannot maintain social distance as well as in hallways and common areas and during arrival and dismissal. Face coverings include cloth masks, gaiters, face shields or anything else that provides covering over the nose and mouth.
  - Please note that if the number of cases in Murchison and other data points increase past a certain threshold, regardless of a Governor's Order, face coverings may be required in the future (please see **Multi-Stage Approach to COVID-19** outlined later in this document).
- Social distancing of at least 6 feet will be encouraged when possible in common areas.
  - It is important to note that under the current TEA guidelines (of offering in-person school every day to every student), that social distancing will not be possible in all learning environments as there is not enough square footage in our classrooms or campuses with most students attending daily.
- Water fountains will be available for filling of water containers only.
- Staff will work to try to maintain social distancing at restrooms where possible *\*See note above about the feasibility of this with all/most students attending school.*
- Students and staff are encouraged to provide their own personal protective equipment (PPE); however, dress code requirements will apply to masks and face shields. PPE will be provided as needed to staff and students.
- Hand sanitizer will be available in each classroom, entrances, and throughout common spaces.
- Staff will be expected to regularly wash or sanitize hands.
- Students will have instruction on effective handwashing. Elementary students will wash hands or use hand sanitizer before eating, following restroom breaks and after recess. All middle school students will be encouraged to wash their hands or use hand sanitizer regularly.
- Students, staff, and visitors will be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.
- Please see
- **Multi-Stage Approach for Managing COVID-19** chart that outlines further infection control measures that may be taken in the event of the spread of COVID in MISD.



## Health Screenings

- Staff will self-screen for COVID-19 symptoms before coming onto campus each day.
- Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school.
- Teachers will monitor students and refer to the nurse if symptoms are present.
- Visitors will be required to complete health screening to determine if they have any COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 upon entry into the building *\*See Visitor section for more information.*
- Please see [Multi-Stage Approach for Managing COVID-19](#) chart that outlines further health screening measures that may be taken in the event of the spread of COVID in MISD.

## Campus Operations

- Hand sanitizer will be available in each classroom, entrances, and throughout common spaces.
- Campuses will open multiple entrance/exit points during arrival/dismissal to promote social distancing.
- Restrooms will continue to be disinfected daily / Classrooms will have surfaces disinfected daily.
- Classroom doors will remain open during transitions to reduce high-touch areas.
- Please see [Multi-Stage Approach for Managing COVID-19](#) chart that outlines further health & safety measures in campus operations that may be taken in the event of the spread of COVID in MISD.

## Learning Environments

- Desks and tables will be arranged to maximize space between students.
  - It is important to note that classrooms range from 530-560 sqft. We will not be able to place students 6 feet apart in all classrooms but will space students to the best of our ability.
- The number of students participating in small group instruction at one time will be limited.
- Staff will have access to disinfectant wipes to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies where possible.
  - All students (K-8) will be issued a Chromebook. Middle school students (5-8) will carry their devices home each day.



- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance between other classroom groups.
- Please see [Multi-Stage Approach for Managing COVID-19](#) chart that outlines further health & safety measures in the learning environment that may be taken in the event of the spread of COVID in MISD.

### Breakfast / Lunch

- Breakfast will be served in the classroom and lunch will be served in the cafeteria with physical distancing protocols in effect.
- Students will be encouraged not to share food or drink.
- Meals will be in disposable packaging and condiments and pre-wrapped silverware to be included with all meals.
- Please see [Multi-Stage Approach for Managing COVID-19](#) chart that outlines further health & safety measures for lunch that may be taken in the event of the spread of COVID in MISD.

### Transportation

- Parents will be encouraged to transport their children to school daily as it is the safest means of transportation due to COVID-19.
- All bus riders, regardless of age, will be required to wear a mask while on the bus and will have their temperature taken before allowed on the bus.
- Families will be seated together on the bus.
- To support contact tracing, students will be assigned seats, and a seating chart will be maintained by the bus monitor.
- All buses will have hand sanitizer dispensers placed in the stairwells for use when loading/unloading.
- All buses will be sanitized and wiped down daily.
- Bus windows will be partially open (at minimum) during routes to provide for additional ventilation where appropriate.
- Please see [Multi-Stage Approach for Managing COVID-19](#) chart that outlines further health & safety measures on buses that may be taken in the event of the spread of COVID in MISD.



## Visitors

- Visitors will be restricted for those essential to school operations. We highly discourage non-emergency drop-offs...i.e. snacks, lunch, Sonic, etc. Parents will not be allowed to eat lunch at the school until further notice.
- Visitors, when allowed, will not have contact with students and will remain in the foyer.
- All visitors who enter the building are required to wear a face covering and complete the screening process.
- Staff/Teachers will utilize virtual meeting options to limit campus visitors.
- Any visitor on campus will be subject to a health screening.
  - Visitors will be required to complete health screening to determine if they have any COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 upon entry into the building.
  - Any visitor who has COVID-19 or COVID-19 symptoms or have come into close contact with an individual who is lab-confirmed with COVID-19 must remain off campus until the 14-day incubation period has passed.
  - Please see [Multi-Stage Approach for Managing COVID-19](#) chart that outlines further health & safety measures for visitors that may be taken in the event of the spread of COVID in MISD.

## Isolation Procedures Related to COVID-19

- If a student or staff member have displayed symptoms of COVID-19, the school nurse will provide a clinical assessment to determine if, and when, a student/staff needs to be sent home.
  - If a student or staff member is assessed and exhibits symptoms of COVID-19 during the school day, the class will be located in an alternate area while the room is being disinfected.
  - Students determined to be sent home must be picked up within 30 minutes after notification.
- Any individuals who themselves either: (a) are test-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
  - In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
    - at least (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);



- the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test (at a physician's office, approved testing location, or other site) that comes back negative for COVID-19.
- Students or staff who come into close contact with a confirmed case of COVID-19 will be asked to self-quarantine for 14 days and should contact the school for meeting the [Return to School Criteria](#)
- District communication will be provided to the staff and students who came in contact with anyone who tests positive for COVID-19 *\*See Notification Procedures below*
- MISD will immediately sanitize all areas that had exposure from someone who tested positive. If this cannot be done before the start of the next school day, MISD may need to close for a day to complete this process if relocating students is not an option.
- Any student requiring quarantine will transition to Remote Learning for the period of self-isolation.
- Staff needing to self-isolate for exposure to COVID-19 will be based on whether the exposure was on-duty (at school or a school-related duty) or off-duty (did not occur at school or a school-related duty). Staff asked to self-isolate due to on-duty exposure will be asked to work remotely (when applicable) and leave will not be impacted. Staff needing to self-isolate due to off-duty exposure (home/personal) will need to access leave during self-isolation. A positive diagnosis of COVID-19 will qualify staff for Emergency Paid Sick Leave (EPSL), available through December 2020 which gives access to two weeks of additional leave for employees.
- Please see [Multi-Stage Approach for Managing COVID-19](#) chart that outlines further isolation procedures that may be taken in the event of the spread of COVID in MISD.



## Clinic Procedures Related to COVID-19

- Students or staff who present with symptoms will be evaluated and assessed by the school nurse.
- If COVID-19 symptoms are present: the staff member will be sent home, and the student will be isolated until the parent arrives.
- Nurse Ramos will notify Susan to move the student's class so that the space can be disinfected.
- Students will be escorted to the vehicle upon parent arrival.
- Nurse Ramos will provide parent/staff with [Return to School Criteria](#)
- Contact tracing for lab-confirmed cases of COVID-19 will be conducted.

## Notification Procedures Related to COVID-19

- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities. The district will maintain a COVID tracker on the district website. If you were determined to have had close contact, you will be individually contacted.
- Contact tracing for lab-confirmed cases of COVID-19 will be conducted to determine who came into close contact with the confirmed individual.

## Definition of COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, individuals will be asked if they have recently begun experiencing any of the following in a way that is not normal for them:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea



## Definition of “Close Contact”

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming test.

**Example: A student tests positive in the third grade. All parents are notified that a student has tested positive. Through contact tracing, MISD contacts all third grade parents and determines anyone else who has been in “close contact” with that student and contacts those families to determine/discuss next steps (which may or may not include self-isolation depending on if masks were worn and degree of contact).**





## Return to School Criteria

### Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

o In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);

ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and

iii. at least ten days have passed since symptoms first appeared.

o In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

o If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either

(a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or

(b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.





## MISD Multi-Stage Approach for Managing COVID-19

**\*DETAILS MAY CHANGE \*\* Any executive order supersedes this chart**

This information serves as a guide for how MISD will attempt to manage Covid-19 during the 2020-2021 school year. A remote learning option will also be available for any student needing or desiring to learn in that manner.	Normal policies and procedures will be followed.	All items in MISD Re-Entry Plan will be followed.	<ul style="list-style-type: none"> <li>• Face coverings encouraged (if not required by Executive Order)</li> <li>• Eliminates all visitors</li> <li>• Additional temperature checks on campus</li> </ul>	Shift to all online learning .
<b>Stage 1</b>	X			
<b>Stage 2</b>		X		
<b>Stage 3</b>			X	
<b>Stage 4</b>				X

<b>Stage 1 (No transmission)</b>	<b>Stage 2 (Minimal to Moderate transmission)</b>	<b>Stage 3 (Substantial transmission)</b>	<b>Stage 4 (Significant transmission)</b>
100% attending school face to face  < 10 active cases in Henderson county	100% attending school with at least 5% attending remotely, <b>or</b>  >25 active cases in Henderson county	100% attending school with at least 15% attending remotely, <b>or</b>  one or more grade level learning remotely, <b>or</b>  >150 active cases in Henderson county; <b>or</b>  >5 active cases in Murchison city limits	100% attending remotely, <b>or</b>  >25% of student or staff numbers are isolated or quarantined, <b>or</b>  >executive orders are enacted



## Instructional Delivery Models

Providing a high-quality education through three instructional delivery models:

- In-Person Learning (Traditional Classroom Experience; PK-8)
- At-Home Learning (Virtual Learning Experience; PK-4)
- Virtual Academy (Middle School Students only)

Parents will be asked to **commit to one of these three learning environments prior to July 31st**. Once the school year begins, parents will need to wait until the end of the six weeks to transition to a different learning environment. Virtual Academy students will only be allowed to transition once.

## In-Person Learning

- Available for students in Prekindergarten through Grade 8.
- Students will attend school on a regular instructional schedule and will engage in face-to-face learning on campus all day, every day.
- Students in middle school (5-8) will follow their class schedules by transitioning to different classrooms for course instruction.
- Expectations for coursework and guidelines for grading for In-Person Learning and At-Home Learning will be the same.
  
- **School Day & School Calendar:** TEA has given schools flexibility the first three weeks of school for schools to slowly transition back to face-to-face learning. Murchison ISD will use this flexibility by bringing back **PK-2<sup>nd</sup> grade students on September 8<sup>th</sup> and 3<sup>rd</sup>-8<sup>th</sup> grade students on September 14<sup>th</sup>**. This will allow our teachers/staff to teach health & safety protocols in small groups and also allow extra time to teach younger learners how to access remote learning at home, in the event that we have to transition to remote learning.
- **Possible Future Change:** One of the biggest challenges for small school districts like Murchison is that we only have one teacher per grade level, who will now be responsible for face to face teaching as well as remote teaching at the same time. Designing and supporting remote learning takes extraordinary time and effort from our teachers. We are exploring all options on how best to do this, but we are also petitioning the state to allow flexibility with in-person instructional minutes to allow dedicated time for designing and supporting remote learning.
  - What this means: Our in-person learning schedule is subject to change to allocate time for our teachers to support remote learners. For example, we may shorten the school day to allow teachers more time to design remote learning content. *\*We are not currently allowed to make this change as it would not meet the state's requirement in instructional minutes. We will keep you posted if this changes.*



- Once a student chooses In-Person instruction as their learning environment, they must remain in-person for the 6-wks grading period before they're able to make a change in their learning environment.
- Please see [Multi-Stage Approach for Managing COVID-19](#) chart that outlines different In-Person models that may be considered in the event of the spread of COVID in MISD.

### At-Home (Online) Learning

- Available for students in Prekindergarten through 4<sup>th</sup> grade or any student in isolation due to COVID.
- Students will remain at home and will engage in learning activities on our Remote Learning Platforms (google classroom/seesaw).
- Daily student participation in the learning activities will be required (each day, students will have to show “engagement” in order to be marked present in the form of submitting work, interacting with teachers on progress of content, or in engagement on our online learning platform).
- The schedule will reflect short periods of synchronous learning scheduled throughout the day followed by time for independent, asynchronous learning activities.
- Students will have to demonstrate engagement all 5 days each week (via synchronous meetings with the teacher, progress in online activities, or submission of work).
- A caregiver will need to be available to support younger students in navigating the daily schedule and provide assistance with the learning as needed.
- Expectations for coursework and guidelines for grading for In-Person Learning and At-Home Learning will be the same.
- **Remote Learners will not be able to participate in extracurricular activities**, both during the school day and before/after school.
- Once a student chooses At-Home (remote) learning, they must remain online for the 6-wks grading period before they're able to make a change in their learning environment.
- Students receiving special services or accommodations will continue to receive those services.
- Sufficient internet connection is required (internet hotspot scholarships are available upon request; students must have printing capabilities at home).
- District computer device provided (Technology agreement is required).



### Virtual Academy (Online) Learning

- Available for middle school students only.
- Mrs. Wehrmann will be the Remote Learning Facilitator. There will be scheduled zoom meetings for all core classes and attendance will be taken daily. There will be a hybrid of synchronized and asynchronous learning.
- A minimum of four hours of online instructional activities per day is required.

### Online Learning Management System

- MISD will continue to use the Remote Learning Platforms on Google Sites to house its learning activities. Students will submit work primarily through SeeSaw and Google Classroom.
  - There is a possibility that we will partner with a 3rd party vendor to provide remote instruction for our VIRTUAL ACADEMY. We will not make this decision until the beginning of the year.
- All At-Home learners will use Zoom to connect with their teacher and other students.
- Teachers will provide training to students on how to use these digital tools.
- If students participating in In-Person Learning are required to quarantine, the education of these students will continue through At-Home Learning for the duration of the quarantine period.

### Optional Remote Formats

- Remote Synchronous Instruction – Two-way, real-time/live, virtual instruction between teachers and students when students are not on campus. In this method, the required amount of instructional time is scheduled each day, and funding is generated when attendance is recorded daily at a locally selected snapshot time. Synchronous instruction is provided through a computer or other electronic device or over the phone. The instructional method must address the required curriculum, per TEC, §28.002.
- Remote Asynchronous Instruction – Instruction that does not require having the instructor and student engaged at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. The instructional method must address the required curriculum, per TEC, §28.002.
- MISD has chosen Asynchronous Instruction with components of Synchronized learning when applicable.



- All K-8 students will check out a device for the 2020-21 school year to assist with In-Person and At-Home learning.
  - Internet Hotspot scholarships will be available upon request.
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## Social, Emotional, and Mental Health Support Systems

Addressing the mental health and social-emotional development of all students, staff, and community by following best practices in the areas of:

- School-based mental health services
- Behavioral support systems
- Family engagement and support practices
- Staff supports
- Other key systems and supports

## Social Emotional Learning

- Social Emotional Learning lessons and activities to support students related to COVID-19 experiences, trauma, and school closure will be developed as appropriate.

## Family Support

- Families will be provided information on how to access resources for mental health and wellness upon request.
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## Parent Communication

Providing families with clear and concise communication through the following outbound channels:

- School Reach Messages (Please provide updated phone numbers)
- Email / Text Messages
- Social Media- Facebook
- Website
- District/Classroom Newsletters



## Communication Tools and Channels

- Parents will receive emails from MISD, sent through the School Messenger system. Email addresses will be collected from TXEIS Student Information System
- Information about Back to School 2020 will be posted on the Murchison ISD website. The website will include:
  - Health and safety protocols
  - Information on both in-person and at-home learning
  - A list of frequently asked questions
- Teachers will share grade-level-specific information with parents via email, newsletters, and other campus communication tools.
- Regular updates will be posted on Murchison ISD's social media channels (Facebook).

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*Circumstances related to COVID-19 may change throughout the coming school year and we will keep all parents informed if conditions change.*





## Return to Inspire Employee Addendum

### EMPLOYEES

Murchison ISD employees must continue to meet the work expectations set forth in the terms of their contract. If you have any current or underlying health concerns *related to COVID-19* that would hinder your ability to fulfill your contract terms, please submit a request for reasonable accommodations to Mrs. Partridge or Mrs. Glasgow. **Please understand that filling out the form does not guarantee accommodations can be made for all situations.**

If an employee without recognized just cause refuses to come to work, they will be deducted no less than the amount of days equal to the amount of days missed, as public-school employees are considered essential personnel.

Teachers and staff are required to self-screen including temperature checks for COVID-19 symptoms **before** coming onto campus each day. Symptoms have been previously listed in this document. Documentation will be recorded at sign-in each day.

Teachers and staff must report to Mrs. Miller if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted in the [Return to Learn](#) document. Additionally, teachers and staff must report to Mrs. Miller if they have had close contact with an individual who is lab-confirmed with COVID-19, as defined in this document, and, if so, must remain off campus until the 14-day incubation period has passed. Mrs. Miller will then report all information to Mrs. Partridge. Mrs. Partridge will provide all necessary forms and will provide guidance regarding returning to work. Murchison ISD will abide by the most up-to-date federal, state, and local guidelines, mandates, and executive orders regarding all school operations, including employee leaves and absences.



Murchison ISD employees will follow the Faculty Dress Code found in the 2020-2021 Employee Handbook; however, the following additional choices will be allowed until further notice:

- Jeans will be allowed.
- Solid colored scrubs will be allowed.

### **EMPLOYEE ABSENCES RELATED TO COVID-19**

In the event that an employee is to quarantine for a specific time, the district will work with the employee to determine the available leave entitlements.. If, at all possible, employees may continue to work remotely if agreed upon by the district.

If an employee receives a positive COVID-19 test result and they are not eligible for EPSL, in keeping with normal established routines, the following will be utilized:

- Local leave;
- State leave;
- Other local leave;
- Sick Bank.
  
- When an employee has a **family member that has tested positive for COVID-19 that lives in the same household**, the individual must obtain a medical professional's note clearing the individual to return to work.



## **Protocol for Employees Leave when Absent Due to COVID-19 Related Reasons**

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through **December 31, 2020**.

**Notice:** Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures, in order to continue receiving paid sick time.

### **PAID LEAVE ENTITLEMENTS**

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

**Note: The amount of leave taken April 1–December 31, 2020 is limited to a total of 80 hours. (After 80 hours, the employee will be required to use local or state leave.)**

Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.



### **Qualifying Reasons for Leave:**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave 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 a child whose school or place of care is closed (or child-care provider is unavailable) for reasons related to COVID-19; or*
- 6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.*

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child-care provider is unavailable) for reasons related to COVID-19.

### **Documentation must be provided by the employee to verify the need for (emergency paid sick leave) EPSL and (expanded family and medical leave) EFML?**

An employee must provide an employer either orally or in writing the following information:

- Name
- Date(s) requested for leave
- The reason for leave
- A statement that the employee is unable to work because of a qualifying reason (Number 1-6 above)

If the request for leave is because the employee is subject to a quarantine or isolation order or to care for an individual subject to such an order, the employee should additionally provide the name of the governmental entity that issued the order. If the employee requests leave to self-quarantine based on the advice of a healthcare provider or to care for an individual who is self-quarantining based on such advice, the name of the health care provider who gave advice should be included with a letter from that provider.



For an employee who is responsible for his or her child whose school or place of care is closed, or childcare provider is unavailable, the employee can be required to provide the following information:

- Name and age of the child
- Name of the school, place of care, or childcare provider that has closed or become unavailable
- A statement that no other suitable person is available to care for the employee's child

Note that district policy about concurrent use of leave for family and medical leave (FML), also applies to use for EFML purposes.

## FAQ

### **Is an employee eligible for leave if they are fearful to return to work due to COVID-19?**

**A:** To be eligible for FFRCA leave, an employee must be subject to a quarantine or isolation order, advised by a health care provider to self-quarantine, or experiencing COVID-19 symptoms and seeking a medical diagnosis. If an employee, absent a medical condition, is fearful or reluctant to return to the workplace, the district will inform them of steps taken to ensure their safety. An employee's refusal to return may be considered a resignation.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- 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

### **Helpful hints to reduce the threat of exposure and the number of diagnoses:**

- Avoid close contact with people who are sick or have been exposed



- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Avoid touching your eyes, nose, and mouth
- Clean and disinfect frequently touched objects and surfaces
- Stay home when you're sick, except to get medical care
- Wash your hands often with soap and water for at least 20 seconds
- Wear a mask