

## ADDENDUM – RESPONSE TO COVID-19

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The following Handbook Addendum has been established by the District in order to assist with maintaining the health and safety of staff during the COVID-19. This Addendum is based on guidance from Federal, State, and local health departments, which is subject to change, and the District reserves the right to modify, revoke, suspend, terminate, or change any or all items contained in this Addendum, in whole or in part, at any time with or without notice.

### ABSENCE PROCEDURES

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Absences must be entered into the absence management system as soon as possible to allow time for sub coverage and/or re-assignment of staffing.

#### CONFERENCE LEAVES

Conference Leave must be pre-approved by the employee's supervisor and the Director of Human Resources. Conference leave will only be under consideration when the conference can be attended virtually. Absences may be denied if coverage cannot be secured.

#### PERSONAL

Personal Leave must be pre-approved by the employee's supervisor and the Director of Human Resources at least two weeks in advance of the occurrence, except in the case of an unforeseen circumstance or emergency. Absences may be denied if coverage cannot be secured.

#### SICK LEAVE

If the need or cause for usage of sick leave is COVID-19 related or potentially COVID-19 related, when **outside of an employees' normal baseline**, sick leave must be communicated to the employee's supervisor and entered into the absence management system as soon as possible but no later than one hour prior to the employee's scheduled start time. The employee must list the specific symptoms they are experiencing or that the absence is for an appointment. If the employee is caring for another family member, the employee must list the relation to that family member and the symptoms. If the employee has symptoms as indicated below, the employee must contact the Human Resources Department.

*One of the following:*

- ☐ Shortness of Breath / Difficulty Breathing
- ☐ Loss of Taste or Smell
- ☐ Cough

*Or two or more of the following:*

- ☐ Fatigue
- ☐ Headache
- ☐ Muscle / Body Aches
- ☐ Sore Throat
- ☐ Nausea
- ☐ Vomiting
- ☐ Diarrhea
- ☐ Congestion / Runny Nose
- ☐ Fever / Chills

Employees should make every effort to schedule appointments outside of scheduled work hours.

### **UNPAID LEAVE**

Unpaid leave for reasons not related to illness, must be pre-approved by employee's supervisor and the Director of Human Resources. The absence should be entered into the absence management in advance of the occurrence, except in the case of an unforeseen circumstance or emergency. The absence may be denied if coverage cannot be secured.

Unpaid leave for reasons related to illness, must be communicated to the employee's supervisor and entered into the absence management system as soon as possible but no later than one hour prior to the employee's scheduled start time. The employee must list the specific symptoms they are experiencing or that the absence is for an appointment. If the employee is caring for another family member, the employee must list the relation to that family member and the symptoms. If the employee has symptoms as indicated below, the employee must contact the Human Resources Department.

<p><i>One of the following:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Shortness of Breath / Difficulty Breathing</li><li><input type="checkbox"/> Loss of Taste or Smell</li><li><input type="checkbox"/> Cough</li></ul>	<p><i>Or two or more of the following:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Fatigue</li><li><input type="checkbox"/> Headache</li><li><input type="checkbox"/> Muscle / Body Aches</li><li><input type="checkbox"/> Sore Throat</li><li><input type="checkbox"/> Nausea</li><li><input type="checkbox"/> Vomiting</li><li><input type="checkbox"/> Diarrhea</li><li><input type="checkbox"/> Congestion / Runny Nose</li><li><input type="checkbox"/> Fever / Chills</li></ul>
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### **ASSIGNMENT**

If it is determined that there is a necessity and availability to adjust scheduled work hours, primarily to address circumstances of an emergency or temporary nature, hours may be adjusted at the discretion of the District. In addition, the District maintains the authority to reduce, increase, split, or re-assign positions as it deems fit and in the best interest of the District to do so. This includes temporary re-assignments to cover positions on a day to day or long-term basis.

### **CONFIDENTIALITY**

Wis. Stat. § 118.125 outlines the confidentiality of all student records including behavioral, health and academic records. Unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability and could result in disciplinary action, up to and including termination. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Unless an individual has a "right to know," the health information of an employee is not to be shared. This can be carried forward to both the written record and verbal conveyance of the employee's health information. Discussion of employee's health information with individuals that do not have a "right to know" could compromise professional accountability and could result in disciplinary action, up to and including termination.

## **EMERGENCY PAID SICK LEAVE**

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Utilization of up to 2 weeks (80 hours, or a part-time employee's two-week equivalent) of Emergency Paid Sick Leave for employees who are unable to work (including telework) due to specific reasons related to COVID-19, which was previously authorized under the Families First Coronavirus Relief Act and expired on December 31, 2020, shall be extended to June 4, 2021 for school year employees (therefore, this provision does not apply to summer school assignments), and to June 30, 2021 for 12-month employees. This extension does not create any additional amount of leave, but rather extends the deadline by which each district employee may access a total amount of time not to exceed 2 weeks (80 hours, or a part-time employee's two-week equivalent) of Emergency Paid Sick Leave for COVID-related reasons.

### **Leave and Pay Entitlement**

#### **Full-time Employees**

- **Regular rate of pay** (up to \$511/day) when the employee is unable to work due to:
  - self-quarantine (pursuant to a government order or health care provider advice);
  - to seek a diagnosis or preventive care; or
  - to receive treatment for COVID-19
- **Two-thirds of the employee's regular rate** of pay (up to \$200/day) when the full-time employee must care for:
  - an individual subject to quarantine
  - an at-risk family member adhering to a requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19;
  - a child whose school or childcare provider is closed due to COVID-19; or
  - other substantially similar conditions as specified by the U.S. Secretary of Health and Human Services.

#### **Part-time Employees**

- **Regular rate of pay for the average** (the average number of hours worked in a typical two-week period up to \$511/day) when the employee is unable to work due to:
  - self-quarantine (pursuant to a government order or health care provider advice);
  - to seek a diagnosis or preventive care; or
  - to receive treatment for COVID-19
- **Two-thirds of the employee's average number of hours they work in a typical two-week period at two-thirds of their typical pay** (up to \$200 per day) when the part-time employee must care for:
  - an individual subject to quarantine
  - an at-risk family member adhering to a requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19;
  - a child whose school or childcare provider is closed due to COVID-19;
  - or other substantially similar conditions as specified by the U.S. Secretary of Health and Human Services.

### **Sequencing of Paid Leave**

An eligible employee may use Emergency Paid Sick Leave before employer provided paid leave and must not be required to exhaust all employer-provided leave before using Emergency Paid Sick Leave.

**Emergency Paid Sick Leave** is non-precident setting, will not carry over beyond the dates referenced above, and will not be paid out upon an employee's termination.

## PREVENTION OF SPREAD COMPLIANCE

New health and safety protocols will impact many aspects of school operations. Health and safety recommendations may change during the school year as new best practices develop and may vary from one community to another. The District will focus on educating staff about the symptoms and risks related to COVID-19.

### DUTY TO REPORT EXPOSURE

If an employee tests positive for COVID-19 or has been exposed to someone that has tested positive for COVID-19, that employee must contact Human Resources as soon as possible.

If an administrator or a staff member is made aware of an employee with COVID-19, they must contact the Human Resources Department immediately. This information is considered confidential health information and should not be shared with anyone else at this point in the process.

Human Resources will contact the employee directly to walk through the return-to-work stipulations described below. In addition, the Human Resources Department will provide guidance on how to apply for FMLA expansion under the FFCRA.

The name of the employee with COVID-19 cannot be shared, however, building location, position, dates of working together, etc. may be provided as additional context only if necessary.

### HEALTH SCREENING/TESTING PROCEDURES

All employees have a shared responsibility to self-assess for any COVID-19 symptoms **outside of their normal baseline** prior to reporting to work and throughout their workday. If the employee has symptoms as indicated below, they must NOT report to work and contact the Human Resources Department.

*One of the following:*

- ☐ Shortness of Breath / Difficulty Breathing
- ☐ Loss of Taste or Smell
- ☐ Cough

*Or two or more of the following:*

- ☐ Fatigue
- ☐ Headache
- ☐ Muscle / Body Aches
- ☐ Sore Throat
- ☐ Nausea
- ☐ Vomiting
- ☐ Diarrhea
- ☐ Congestion / Runny Nose
- ☐ Fever / Chills

The employee must contact their medical provider for recommendations of COVID-19 testing. If testing is recommended, the employee should remain at home and quarantine until the results of the test are received. The employee must enter their absence into the Frontline Absence Management system indicating that they will not be reporting to work and notify the building administrator and the Human Resources Department as soon as possible. The employee will be provided guidance on eligibility for the expanded Family Medical Leave Act: Families First Coronavirus Response Act (FFCRA).

### RETURN TO WORK PROCEDURES \*

#### **The employee thinks they have COVID-19 symptoms:**

The employee can be around others after:

- ✓ 10 days since symptoms first appeared and,
- ✓ 24 hours with no fever without the use of fever-reducing medications and,
- ✓ COVID-19 symptoms have improved (for example, cough, shortness of breath),

- ✓ Or until a negative COVID-19 test result is obtained.

**The employee tested positive for COVID-19 and has symptoms:**

The employee can be around others after:

- ✓ 10 days since symptoms first appeared and,
- ✓ 24 hours with no fever without the use of fever-reducing medications and,
- ✓ COVID-19 symptoms have improved (for example, cough, shortness of breath).

**The employee tested positive for COVID-19 but have no symptoms:**

The employee can be around others after:

- ✓ 10 days have passed since the employee had a positive test for COVID-19.

**The employee has been exposed to a person with COVID-19:**

The employee can be around others after:

- ✓ 10 days have passed after the last exposure to that person and,
- ✓ No COVID-19 symptoms are present.

Once the employee is clear of all symptoms, they must contact the human resources department to obtain approval prior to returning to work.

*\* Return to work procedures are subject to change based on fluctuations with CDC guidelines in consultation with local health officials.*

**TRAVEL RESTRICTIONS**

Staff play an active role in mitigating the transmission of COVID-19. Their actions could ultimately have a significant effect on the operations of the District. Although the District cannot prohibit or limit personal travel, staff are strongly encouraged to exercise caution to prevent substantial consequences.

If employees travel by cruise ship, and/or visit a location that is out of country, the employee will be required to self-quarantine for 14 days upon their return. If no COVID-19 symptoms are present after the completion of the 10<sup>th</sup> day of the self-quarantine, approval may be obtained by the Human Resources department to return to work prior to end of the 14-day quarantine period.

When a quarantine of this nature is imposed, staff are required to utilize unpaid leave, personal leave, vacation (if applicable), or a combination thereof. Telecommuting is not allowed during the required quarantine period upon their return. In addition, substitute coverage must be secured and if staff professional development is required during the quarantine window, credentialing may be affected.

Prior to traveling by cruise ship, and/or visit a location that is out of country, the employee must self-report their travels to the Human Resources department, including which specific locations (countries, etc), and the dates they plan to visit those areas.

**WORKPLACE SAFETY**

Health and safety protocols will impact many aspects of school operations, in which recommendations may change during the school year.

**Educational Materials**

All buildings will have signage providing employee education. Samples include, but are not limited to:

- COVID-19 symptoms and how they compare to cough, flu or allergies
- Proper handwashing and face covering techniques

### **Personal Protective Equipment (PPE) and Supplies**

Buildings will be provided with PPE and safety supplies. Samples include, but are not limited to:

- Face covering and/or shields
- Gloves
- Hand sanitizer
- Infrared thermometers
- Disinfectant wipes/spray

### **Communication**

- Frequent and systemic communications will be provided to staff as it becomes available.

### **Safety Expectations**

The following are on-going safety expectations:

- All employees will be required to wear a face covering, unless approved by Human Resources due to a medical condition. Cloth face coverings from home are acceptable but must be washed regularly. Disposable face coverings will be available if necessary. Personal protective equipment (PPE) may vary throughout the District based on position requirements.
- Maintain physical distancing of 6 ft. when at all possible and avoid congregating in close proximity, ie: conference rooms, supply closets, work rooms, etc.
- Maintain frequent and proper hand washing or sanitizing throughout the workday.
- Disinfect frequently touched surfaces, ie: printers/copiers, door handles, shared screens, etc.

### **Training**

Staff may be required to participate in trainings related to COVID-19 throughout the school year.

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## **TELECOMMUTING**

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Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Telecommuting is a viable, flexible work option only when the employee cannot perform their work in person due to the COVID-related reasons listed below:

1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Employee is caring for an individual subject to quarantine or advised to quarantine;
5. Employee is caring for a child if the school or place of care is closed due to COVID-19 precautions;
6. Employee is experiencing any other similar condition as defined by Health and Human Services (HHS) or Department of Labor (DOL)
7. In the event that schools are closed by order of the Superintendent or binding legal authority.

Telecommuting may not be feasible for all positions, and in no way changes the terms and conditions of employment. Telecommuting arrangements will be reviewed on a case-by-case basis, focusing first on the business and/or education needs, and must be pre-approved by the Superintendent or designee. A telecommuting arrangement may be discontinued at any time at the request of the District. Every effort will be made to provide as much notice as possible of such change to accommodate commuting, childcare and other factors that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is feasible.

Telecommuting is not designed to be a replacement for childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on meeting District needs.

All District policies and procedures shall be followed while teleworking. As representatives of the District, employees are expected to exercise professionalism at all times. Telecommuting employees should have a designated space to perform their work without personal interruptions and will be expected to ensure the protection and confidentiality of District and student information accessible from their remote location.

### **TIME WORKED**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the District's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the termination of the telecommuting agreement.

### **WORKSPACE**

Employees are expected to maintain their remote workspace in a secure and safe manner, free from safety hazards. The employee agrees to follow the expectations and requirements listed herein.

1. Employee agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition.
2. Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body.
3. The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
4. Exits are free of obstructions.
5. The area is well ventilated and heated.
6. Storage is organized to minimize risks of fire and spontaneous combustion.
7. Employee will ensure that any District equipment is in a secure location and is fitted with grounding adapters, surge protectors, and/or overload fuses.
8. Employee agrees to use District-owned equipment, records, and materials for purposes of business use only and to protect them against third-party unauthorized or accidental access, use, modification, destruction, or disclosure.
9. Employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
10. Employee is responsible for providing internet connectivity which must be at a sufficient speed to support video/web/audio conferencing and voice-over-IP (VoIP). Employee understands that the District will not be responsible for operating costs, home maintenance, home office expenses, or any other incidental costs (e.g., utilities), associated with the use of the employee's residence.
11. The employee accepts responsibility for maintaining the security, condition, and confidentiality of the District's equipment, data, and materials.
12. If the employee or District terminates employment, and therefore this agreement, for any reason, all equipment and District data and materials will be returned to the District within 48 hours or a mutually agreed upon reasonable time period.
13. Employee is responsible for all expenses related to travel for onsite visits. Expense and travel of and related to training opportunities not on District premises will be the responsibility of the District to the same extent as if the employee were not working remotely.
14. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable.
15. The employee is liable for any injuries sustained by family members or visitors to his or her home worksite.
16. This telecommuting agreement may be reviewed, modified, or terminated by the District at any time.