

Atlantic Community School District

Return to Work Employee Guidelines

General Guidelines

Employees shall engage in the following measures to reduce the risk of infection and transmission of the coronavirus:

- Wash your hands frequently
- Use appropriate respiratory etiquette, which includes covering your coughs and sneezes
- Refrain from using other employees' phone, desk, equipment or other work tools when possible
- Keep your personal work space clean and consider disinfecting your work surfaces and equipment on a daily basis
- Practice safe social distancing strategies by maintaining 6 feet of physical distance from others
- Non-medical-grade face masks are encouraged to be worn by all individuals on school grounds, including students, employees and volunteers. Masks will be provided to individuals who request them.
- Monitor your temperature each morning prior to traveling to any school building or event. Individuals with a temperature over 100.3 degrees may not enter school buildings or attend school events.

What do I do if I am sick?

If you have any of the following symptoms related to COVID-19 as listed on the CDC website, **STAY HOME**. If you report to work with any of these symptoms, you will be sent home immediately (list subject to change according to CDC recommendations):

- 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

Note: If you have a health condition that produces symptoms similar to COVID-19 (such as seasonal allergies), please provide documentation from your medical provider.

What do I do if I am exposed?

If you are exposed (within 6 feet for at least 15 minutes) to someone who has tested positive for coronavirus, please **STAY HOME**.

Requesting Leave

Any request for leave will be submitted in the Frontline Absence Management as in the past. When requesting a sick day, you will be required to submit a comment to your Supervisor with a brief explanation for the leave (Example: Doctor appointment).

If you are submitting a leave request because you are experiencing symptoms related to COVID-19 or if you have been exposed to someone who has tested positive for coronavirus, you are **required** to contact Central Office at 712-243-4252 for further information and guidance. You must do this on the **SAME DAY** that you have requested the leave.

Will my leave be compensated?

As an employee of Atlantic Community School District, you are eligible for the following available leaves (may be paid or unpaid):

Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA) provides 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.

PAPERWORK & APPROVAL IS REQUIRED IN ORDER TO QUALIFY FOR FFCRA.

Family & Medical Leave Act (FMLA)

FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. **PAPERWORK & APPROVAL IS REQUIRED IN ORDER TO QUALIFY FOR FMLA.**

District Provided Leave

The district provides employees with paid leave, which may include sick leave, family illness leave, and/or personal leave, as outlined in the Employee Handbook.

Please Note: If you are going to be absent from work for five (5) consecutive days for any of the following reasons, **you are required to fill out the necessary paperwork.**

- The birth of a child or placement of a child for adoption or foster care
- To bond with a child (leave must be taken within one year of the child's birth or placement)
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

What if I don't have any leave or don't qualify for any leave?

If you do not have any leave available to use, you are expected to report to work at your building. As part of our obligation to provide a quality education to all students of the Atlantic Community School District, we need employees at work performing the great work that they do. As a reminder, if you are exhibiting symptoms of COVID-19, you will NOT be allowed to work.

What if I believe I may need an accommodation in order to return to work?

If you believe you may require an accommodation in order to return to work, you should reach out to the Central Office at 712-243-4252 for further information and to complete any necessary paperwork. The District will make every effort to work with the employee and their health care provider to provide reasonable accommodations so the employee can report to work at their building for the upcoming school year.

Returning to Work Following an Illness

If your illness requires you to be absent from work for more than three (3) consecutive days, you will be required to submit a fitness for duty/return to work certificate from your physician before you can return to work.

Additional Information

For more information on FFCRA & FMLA, please click on the "COVID-19" link on the Central Office website (included below). This page also includes the forms that are required to request leave under these provisions.

[Central Office COVID-19 Employee Information](#)

If you have any additional questions or concerns, please contact Central Office at 712-243-4252.