



COVID-19 Employee Guidelines

Effective June 3, 2020

Revised – 2020.07.07

Park City School District is aware of the many changes our staff will be facing as we return for the 2020-2021 school year. Based on current health guidelines, we are planning for a full return to work for the 20/21 school year in an in-person educational teaching/learning environment. The District continues to monitor USBE, state and federal guidelines related to COVID-19. Modifications to the guidelines may occur at any time as needed to mitigate risks that may be associated with COVID-19 in the workplace and to provide a healthy and safe learning and work environment for teachers, staff, and students.

The Human Resources Department is here to answer your questions related to COVID-19 and how it might affect your return to work. We are particularly aware that there may be individuals identified as high-risk with heightened concerns. Veronica Claridge in Human Resources is the designated District COVID-19 Employee Coordinator. Please contact her directly at vclaridge@pcschoools.us for any questions regarding these Guidelines.

GENERAL GUIDELINES

Employees are directed to adhere to the following guidelines:

- Employees who are physically ill should NOT be at work.
- All employees are required to follow current Public Health Orders. This may include wearing a face covering when moving through the District Offices and/or schools, working with visitors, attending in-person employee meetings and/or sharing a work area that does not provide for appropriate social distancing. Check the PCSD's website for up-to-date requirements regarding face coverings.
- If an employee's work area does not provide for appropriate social distancing (ideally 6+ feet), employees will work with their supervisor and/or PCSD's Human Resources Department to identify resources and/or alternatives, e.g. face covering.
- No gatherings or meetings may exceed 50 individuals in a room. However, large-capacity rooms or auditoriums may exceed 50 individuals as long as the seating provides six feet of space in all directions between individuals while seated.
- All employees shall observe appropriate social distancing when meeting with employees and visitors. Please maintain a separation of six feet.
- All visitors may be required to wear a face covering while in the District Offices, schools and workplaces in accordance with Public Health Orders. If a visitor approaches without a face covering, please provide them with one. If they refuse, contact Human Resources. If you are at a school, please contact the school administration.

FREQUENTLY ASKED QUESTIONS

What are the symptoms of COVID-19?

- Fever over 100.4
- Cough
- Sore throat
- Shortness of breath
- Muscle aches and pain (without recent physical activity)
- New reduced sense of taste or smell

Employees who are showing symptoms of COVID-19 should NOT be at work and should be tested. COVID-19 testing locations can be found at <https://coronavirus.utah.gov/testing-locations/>. Before employees are able to return to work, they must follow appropriate guidance by the health department or a medical provider including self-isolation and/or testing negative for COVID-19 (please see leave options below).

Who is High-Risk and what guidelines should they follow?

We are particularly aware that there may be individuals identified as high-risk with heightened concerns. The Medical Advisory Team to the Public Health and Economic Emergency Commission defines high-risk individuals as those likely to require a hospital bed. Utah - specific data and CDC guidelines identify the following as high-risk individuals:

- **Age** – People aged 65 years and older
- **Group quarters** – People who live in a nursing home or long-term care facility
- **Lung disease** – People with chronic lung disease or moderate to severe asthma
- **Heart conditions** – People who have serious heart conditions
- **Immunocompromised** – People under cancer treatment, who smoke, who have bone marrow or organ transplants, HIV or AIDS, and who have prolonged use of corticosteroids and other immune weakening medications
- **Obesity** – People of any age with severe obesity (body mass index > 40)
- **Underlying medical conditions** – People with diabetes, kidney disease, and liver disease, particularly if not well controlled

NOTE: Individuals who are pregnant should be monitored since they are known to be at risk with severe viral illnesses, however, to date data on COVID-19 has not shown increased risk.

The Utah Department of Health has issued guidelines for high-risk individuals:

- Wear face masks at all times in public settings.
- Stay home as much as possible. If you need to go into public settings, stay at least 6 feet from others.
- Wash hands often.
- Limit travel to only essential travel.
- Continue to seek emergency care, routine doctor visits, and medication pickups.
- Limit visiting friends or family without urgent need.

- Limit physical interactions with other high-risk individuals, except for members of your household or residence.
- Limit attending gatherings of any number of people outside your household or residence.
- Do not visit others in hospitals, nursing homes, or other residential care facilities.
- Work remotely if possible, if not, maintain social distancing (ideally 6+ feet).

NOTE: Most positions in the District cannot be worked remotely when schools are operational and/or students/employees are present, e.g.:

- *District Office Personnel – typically must be physically present to provide face-to-face customer service and support to employees/parents/patrons addressing student learning/safety and other concerns.*
- *Educational Leaders - must be physically present to address student learning as well as safety/emergency situations; e.g. student altercations/fights, medical incidents, social and emotional support for students and employees, injured student/employee, upset parent, waterline break, power and/or phone outage, fire, lockdown, bomb threat, active shooter, carbon monoxide, shelter-in-place, hazardous materials, earthquake, and public health emergency.*
- *Teachers - must be physically present to address student learning and supervision, provide social and emotional support, as well as address safety/emergency situations.*
- *Counselors - must be physically present to provide students social and emotional support as well as address safety/emergency situations.*
- *School Psychologists/Social Workers - must be physically present to provide student social and emotional support, complete required testing, as well as address safety/emergency situations.*
- *Administrative Assistants - must be physically present to address student, patron, educator, and supervisor needs/concerns as well as address safety/emergency situations.*
- *Para Educators, Instructional/MTSS Assistants, Brain Boosters - must be physically present to address student learning and supervision as well as address safety/emergency situations.*
- *Nurses - must be physically present to address ongoing student medical issues as well as address safety/emergency situations.*
- *Custodial - must be physically present to clean, sanitize, and maintain the facility.*
- *Facilities Services - must be physically present to perform maintenance duties; e.g. electrical, HVAC, mowing, painting, plumbing.*
- *Information Technology Services - must be physically present to perform maintenance duties; e.g. computer and network repair, ID Badge production, onsite customer service.*
- *Nutrition - must be physically present to prepare and serve meals to students as well as clean and sanitize.*
- *Transportation - must be physically present to transport students to and from schools as well as clean and sanitize.*

I am identified as a High-Risk Individual, can I continue to work onsite?

High-Risk Individuals are not precluded from working onsite; however, the employee should adhere to social distancing (ideally 6+ feet), wash hands often, and use appropriate Personal Protective Equipment (PPE).

I am identified as a High-Risk Individual, can I continue to work remotely?

High-Risk Individuals may continue to work remotely, if possible for the position (see above), with recommendation of the supervisor and approval by Human Resources.

I am identified as a High-Risk Individual in a position required to work onsite, what PPE may I anticipate?

High-Risk Individuals who are required to work onsite will be provided, at the employee's request and through their supervisor, PPE (e.g. a face covering, gloves, face shield, sneeze guards). Further accommodations may be made by engaging in the ADA Interactive Process. Contact Veronica Claridge in Human Resources, vclaridge@pcschoools.us to seek assistance with this process.

I live with an individual identified as High-Risk, how does that affect my work schedule?

Individuals living with those identified as High-Risk Individuals are not precluded from working onsite; however, the employee should adhere to social distancing (ideally 6+ feet), wash hands often, and use appropriate Personal Protective Equipment (PPE).

What leave is available through District policy for benefit eligible employees?

Information related to various forms of leave for benefits eligible employees can be found in the [Licensed Professional Agreement](#) and [Education Support Professional Agreement](#) . The following types of leave are available; refer to agreements and policy for detailed language and eligibility:

- **Bereavement Leave** – Bereavement Leave is granted for funeral and related issues in the case of the death of a family member; refer to agreement.
- **Personal Leave Paid** – Up to four (4) days – (prorated per FTE) of Personal Leave can be used in each contract year, however, certain restrictions apply as to when the days may be used; refer to agreement.
- **Sick Leave** – Accrued Sick leave is to be used only for illness, accident, or recuperation from the same. Educators may use sick leave for the employee or a member of their immediate family certain restrictions apply; refer to agreement.
- **Leave Without Pay** - Approval of leave without pay for up to a total of four days per year may be approved by the principal. Leave without pay requests exceeding four (4) consecutive contract days must be submitted at least 30 days ahead of time and must be approved by the superintendent or designee. Specific criteria and restrictions apply; refer to agreement
- **Sick Leave Bank** – A sick leave bank is available for all district employees who are eligible to earn sick leave to draw upon for any serious illness, accident, hospitalization, or disability, which extends beyond accumulated sick leave. Eligibility requirements and restrictions apply; refer to District Policy [7060 Sick Leave Bank](#)
- **Shared Leave** - Shared Leave is available for all district employees eligible for sick leave to care for an immediate family member for a serious health condition extends beyond the employee's accumulated sick leave. Eligibility requirements and restrictions apply; refer to District Policy [7061 Shared Leave](#)

District policy [7075 Twelve Month Staff Holidays and Vacation](#) provides **Vacation Leave** for benefit eligible employees; refer to policy.

District policy [7065 Family and Medical Leave \(FMLA\)](#) provides additional paid and/or unpaid leave to benefit eligible employees who have been employed by the District for 12 months (need not be consecutive) and have worked at least 1,250 hours during the 12-month period immediately preceding the start of the leave; refer to policy.

What leave is available through the Families First Coronavirus Response Act (FFCRA), who qualifies, and is it paid leave?

Due to the unprecedented events caused by COVID-19, the U.S. Congress passed the “Families First Coronavirus Response Act,” which expires December 31, 2020. A section of the Act grants employees emergency paid sick leave, which provides that an employee is entitled to two weeks (up to 80 hours) of paid sick leave if they have worked for the District for at least thirty (30) days and meets one of the following six (6) qualifying conditions:

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 symptoms of COVID-19 and seeking medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self quarantined in (2);
5. is caring for their son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; (If leave is needed beyond the initial 2 weeks, contact the Human Resources Department) or
6. is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Note:

- Conditions 1-3 are paid at the employee's regular rate of pay for two weeks (up to 80 hours)
- Conditions 4-6 are paid at 2/3rd of the employee's regular rate of pay for two weeks (up to 80 hours)
- MAX PAY PER DAY: (\$511 for qualifying conditions - 1,2,3), (\$200 for qualifying conditions - 4,5,6)
- FFCRA paid sick leave is capped at two weeks (up to 80 hours) for any combination of the qualifying conditions

What leave would I use if I choose not to work because I identify as a High-Risk Individual but I do not qualify for FFCRA Leave under any of the six (6) qualifying conditions?

- Benefit-eligible employees use leave according to District policy as listed above, i.e. Personal Leave, Leave without Pay, and Vacation Leave. Refer to agreements and/or Policy for additional requirements and eligibility

What leave would I use if I choose not to work because I live with or care for someone who is a High-Risk Individual and they have not been quarantined as specified in FFCRA qualifying conditions (1) or (2) above?

- Benefit-eligible employees use leave according to District policy as listed above, i.e. Personal

Leave, Leave without Pay, and Vacation Leave. Refer to agreements and/or Policy for additional requirements and eligibility

What leave would I use if I am caring for someone who has been quarantined as specified in FFCRA qualifying conditions (1) or (2)?

- Employees use Families First Coronavirus Response Act (FFCRA) Leave. A completed [FFCRA Leave Form](#) must be submitted to Human Resources as soon as possible.

What leave would I use if I have been or were potentially exposed to COVID-19?

Employees who have been or were potentially exposed to COVID-19, and have been told to self-isolate by the health department or a medical provider, are required to self-isolate for fourteen (14) days or until the employee tests negative for COVID-19.

- Employees use Families First Coronavirus Response Act (FFCRA) Leave. A completed [FFCRA Leave Form](#) must be submitted to Human Resources as soon as possible.

What leave would I use if I am experiencing symptoms of COVID-19 and seeking medical diagnosis?

Employees experiencing symptoms of COVID-19 and seeking medical diagnosis should NOT be at work and should self-isolate until the employee tests negative for COVID-19.

- Employees use Families First Coronavirus Response Act (FFCRA) Leave. A completed [FFCRA Leave Form](#) must be submitted to Human Resources as soon as possible.

What leave would I use if I test positive for COVID-19?

Employees who test positive for COVID-19, and have been told to self-isolate by the health department or a medical provider, are required to self-isolate for fourteen (14) days or until the employee tests negative for COVID-19.

- Employees use Families First Coronavirus Response Act (FFCRA) Leave. A completed [FFCRA Leave Form](#) must be submitted to Human Resources as soon as possible.

If additional leave is required, as directed by a medical provider:

- Benefit eligible employees use leave according to District policy as listed above, i.e. Sick Leave, FMLA, Leave without Pay, Sick Leave Bank. Refer to agreement or Policy for additional requirements and eligibility.

What leave would I use if I am ill; e.g. common cold, flu, cancer, or other non COVID-19 illness?

- Benefit eligible employees use leave according to District policy as listed above, i.e. Sick Leave, FMLA, Sick Leave Bank. Refer to agreement or Policy for additional requirements and eligibility.

What leave would I use if I take time off for personal reasons: e.g. wedding, funeral, vacation?

- Benefit-eligible employees use leave according to District policy as listed above, i.e. Bereavement Leave, Personal Leave, Leave without Pay, or Vacation Leave. Refer to agreement or Policy for additional requirements and eligibility.