

# YKSD EMPLOYEE COVID-19 GUIDELINES



The below expectations should be followed by all employees while working onsite and will remain in effect until further notice.

- 1. Employees will monitor symptoms daily before reporting for work.** Individuals will be expected to monitor their own health and ensure that they are free from any COVID-19 symptoms before reporting for work. Symptoms include, but are not limited to: fever of 100.4, 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, and/or diarrhea.  
(<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>)
- 2. Employees are expected to be diligent in practicing respiratory etiquette and hand hygiene.** Cover your mouth and nose with a tissue when coughing and/or sneezing and put your used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper **sleeve**, not your hands. Wash hands routinely and always after coughing or sneezing. Wash with soap and water for at least 20 seconds. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.
- 3. All District employees will be required to wear a cloth face covering while working in the K-12 River School setting.** Employees will not be required to wear a cloth face covering while outdoors unless in congregate settings where social distancing isn't practical.
- 4. Please assist us in cleaning frequently touched surfaces throughout the school day.** Proper supplies will be made available to all classrooms and offices. If you need additional supplies, please contact your supervisor.

**Report to your supervisor and Human Resources when you are Sick, become Sick at Work, have been exposed to Covid-19, or have exposure to Covid-19 within your family.**

Please follow the following guidelines. Should you have questions or other circumstances, contact your supervisor and Human Resources at HR@yksd.com or via phone at 907-374-9417.

- 1. Sick employees are to stay home.** If you are sick with any illness, please stay home. Individuals who have symptoms of acute respiratory illness (fever, 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) are required to stay home and not report for work. Individuals who can provide medical documentation that their illness is not COVID-19 will be permitted to return to work consistent with the recommendations of their medical provider. Employees who have COVID-19 or symptoms consistent with COVID-19 and have opted not to test may return to work when each of the following has been met:
  - At least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
  - At least 5 days have passed since symptoms first appeared.
- 2. Employees who become sick with any illness, especially with acute respiratory illness symptoms during the workday, should go home immediately.** When immediate departure from

the workplace is not possible, employees who become sick should be separated from students and other employees immediately and should go home as soon as possible.

3. **Employees who are diagnosed with COVID-19 are required to stay home and expected to inform their supervisor and HR as soon as possible.** The District will evaluate the best method for appropriately informing parents and staff of possible exposure to COVID-19 in the workplace or school setting, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees will NOT be required to provide a medical release to return to work and may do so when each of the following has been met:

#### **If You Test Positive for COVID-19 (Isolate)**

**Everyone, regardless of vaccination status.**

- **Stay home for 5 days.**
- **If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.**
- **Continue to wear a mask around others for 5 additional days.**

*If you have a fever, continue to stay home until your fever resolves.*

4. **Employees who have a household member with COVID-19 (or are identified as a close contact) must follow the applicable guideline below:**

#### **If You Were Exposed to Someone with COVID-19 (Quarantine)**

**If you:**

Have been boosted

**OR**

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

**OR**

Completed the primary series of J&J vaccine within the last 2 months

- **Wear a mask around others for 10 days.**
- **Test on day 5, if possible.**

*If you develop symptoms get a test and stay home.*

**If you:**

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

**OR**

Completed the primary series of J&J over 2 months ago and are not boosted

**OR**

Are unvaccinated

- **Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.**
- **If you can't quarantine you must wear a mask for 10 days.**
- **Test on day 5 if possible.**

*If you develop symptoms get a test and stay home*

5. **Employees who are vulnerable and may be at higher risk for COVID-19 are encouraged to monitor health, practice social distancing, and consider self-quarantine.** Individuals who may be at higher risk such as older adults or those with chronic medical conditions are encouraged to practice social distancing, monitor health and consider self-quarantine to limit the potential for contracting COVID-19. Employees at higher risk and in need of accommodations should submit the ADA Request for Accommodations form which can be found [here](#).

## **YKSD Questions, Answers & Leave Reporting**

**Effective September 28, 2021, YKSD employees shall refer to the procedures as defined in the YKSD COVID-19 EMPLOYEE GUIDELINES as outlined on pages 1 and 2 above.**

Leave types available to use for absences caused by illness, quarantine, or medical needs during the 2021-2022 school year are outlined below. These guidelines are in place in response to COVID-19 and are subject to change as needed. If you have questions not addressed below or would like the District to review your specific circumstances, please contact Human Resources at [HR@yksd.com](mailto:HR@yksd.com) or via phone at 907-374-9417.

**Positive COVID-19 test results and/or written documentation requiring quarantine due to COVID-19 must be submitted to Human Resources as soon as possible.**

1. **Which leave type do I enter if I'm sick with any COVID-19 like symptoms and I am required to stay home as outlined in the YKSD Employee COVID-19 Guidelines?**

Employees who are absent due to illnesses, including COVID-19, will use their own accrued paid sick leave as normal (or leave without pay if all accrued paid sick and personal/annual leave has been exhausted). Employees who are fully vaccinated or who have recovered from COVID-19 within the preceding 90 days and have not been recently exposed to someone who has COVID-19 are expected to stay home while sick **and** encouraged to test. Employees who are NOT fully vaccinated are expected to stay home while sick and will only be permitted to return to work after recovery and either 5 days have passed since symptoms began or a negative test is taken.

2. **Which leave type do I enter if I am required to quarantine related to COVID-19?**

Employees who are required to quarantine because of exposure to COVID-19 as a close contact to someone who has COVID-19 will use their own accrued paid leave, including sick leave (or leave without pay if all accrued paid leave has been exhausted). There may be an option to work from home during this type of quarantine. *Please refer to #13 "Which positions can Telework from home?" below.* Individuals may be required to enter working from home in Absence Management and must follow the Telework Guidance and Acknowledgement form.

3. **Which leave type do I enter if I am required to care for a family member who has COVID-19?**

Employees who are required to stay home to care for an immediate family member who has COVID-19 will use accrued paid sick leave (or leave without pay if all accrued paid leave has been exhausted) and in some cases FMLA may apply.

4. **Which leave type do I enter if I am required to care for my child who is subject to quarantine related to COVID-19 exposure/close contact and the child is unable to stay home alone?**

Employees who are required to stay home to care for their child who is subject to a quarantine related to COVID-19 exposure/close contact will be able to use accrued paid leave (or leave without pay if all accrued paid leave has been exhausted) and in some cases FMLA may apply. There may be an option to work from home during this type of quarantine. *Please refer to #13 "Which positions can Telework from home?" below.* Individuals will be required to enter working from home in Absence Management and follow the Telework Guidance and Acknowledgement form.

**5. I have an underlying health condition that puts me at additional risk related to COVID-19, how do I request additional support?**

Individuals who have a documented underlying health condition which puts them at greater risk related to COVID-19 should use the ADA interactive process to request accommodations. Employees will need to submit the ADA Request for Accommodations form which can be found [here](#), and complete the form to request to telework. The District will evaluate each request individually and will work with employees to provide reasonable accommodations.

**6. Do I need to provide a return-to-work authorization or doctor's notice in order to return to work after being sick?**

Employees whose symptoms are the result of something other than COVID-19 and who desire to return to work sooner than the above will be required to provide medical documentation which confirms one of the below:

- a. They are symptom free and have a negative result for a COVID-19 Test; **OR**
- b. Symptoms are mild, not new or worsening, and resulting from another established condition which is not COVID-19.

Employees who are absent due to symptoms consistent with an acute respiratory illness to include: fever of 100.4, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, and/or diarrhea or have been diagnosed with COVID-19 will NOT be required to provide a doctor's note confirming that they are recovered and may return to work when each of the following has been met:

- a. At least 1 day (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
- b. At least 5 days have passed since symptoms first appeared.

All employees may return to work sooner than the above timelines when they are symptom free with a negative test result and are not otherwise identified as a close contact and required to quarantine.

**7. I have a chronic or ongoing medical condition which results in my experiencing some of the symptoms identified for COVID-19. Will I be required to stay home if I have these symptoms?**

Employees who are sick must stay home. However, if you have an underlying or chronic health condition which causes symptoms consistent with COVID-19 and they are not new or worsening, you may remain or return to work if you provide appropriate medical documentation which establishes that the symptoms you are experiencing are resulting from a condition which is not COVID-19 and symptoms have not changed from their baseline.

**8. What if an employee has a routine or elective medical/dental/vision appointment or medically necessary appointment requiring travel and possible quarantine?**

The district encourages all employees to schedule all routine/elective appointments on scheduled winter, spring, and summer breaks. Employees may only use accrued Sick leave for appointments and travel time related to elective medical/dental/vision appointments.

**9. What if I have questions about returning to work?**

Employees who have general questions and concerns about returning to work should contact their immediate supervisor to discuss what mitigation strategies may exist or planned. Employees who have a documented underlying health condition which puts them at greater risk related to COVID-19 should use the ADA interactive process to request accommodations. Employees should submit the ADA Request for Accommodations form which can be found [here](#), and complete and sign the Telework Guidance and Acknowledgement Form. Please request this form from Human Resources at [hr@yksd.com](mailto:hr@yksd.com).

The District will evaluate each request individually and will work with employees to provide reasonable accommodations.

**10. If I'm required to quarantine due to COVID-19 exposure will I be allowed to telework rather than using sick leave?**

Eligible employees whose essential duties can be successfully performed at home, while school is in session, **may** be permitted to do so upon approval of their request. Employee requests must be supported by their immediate supervisor and approved by Human Resources **prior** to any telework beginning. Individuals who will be teleworking must complete and sign the Telework Guidance and Acknowledgement Form. Please request this form from Human Resources at [hr@yksd.com](mailto:hr@yksd.com). *Please see #13 "Which positions can work from home" below.*

**11. Do I need to fill out and sign the Telework Guidance and Acknowledgement form if I've been approved to work from home?**

All individuals who are going to be working from home need to complete and sign the Telework Guidance and Acknowledgement Form. Please request this form from Human Resources at [hr@yksd.com](mailto:hr@yksd.com).

**12. Which positions cannot work from home?**

- 1) All River employees are expected to work from schools due to the nature of their jobs.
- 2) Positions requiring daily operations deemed necessary to be in office by their supervisor are expected to work from schools due to the nature of their jobs.
- 3) Positions where work productivity and quality instructional support are adversely impacted by working from home are expected to work from schools due to the nature of their jobs.

**13. Which positions can be approved to Telework from home?**

YKSD Management retains the right to approve or deny requests based on established criteria. Teleworking should only be considered if mutually beneficial for the district and the employee. In deciding whether to approve an employee's request for teleworking, the supervisor and Human Resources shall consider the following factors:

- 1) The position's suitability for teleworking;
- 2) The employee's suitability for teleworking; and
- 3) The mutual benefits to the District and the employee.
- 4) Employees must have their own reliable internet and technology (computer and printer/scanner) and software to telework.
- 5) Must adhere to their approved daily work schedule including scheduled lunch break.
- 6) Must have a dedicated and distraction free workplace to be used during the workday.

- 7) Employees must be able to report to their assigned home office within 24 hours' notice.
- 8) No out of state teleworking will be allowed or approved.

**More guidelines and definitions:**

**Following CDC guidelines,** employees who are unvaccinated **or** are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) **and** not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person [wear a well-fitting mask](#) at all times when around others for 10 days after exposure. Individuals who have received their booster shot do not need to quarantine following an exposure but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Employees who believe they are eligible to telework should contact Human Resources.

**Following CDC guidelines, employees who are fully vaccinated are not required to quarantine if they are a close contact and symptom free.**

Employees who have been fully vaccinated against COVID-19 and have a copy of their vaccination record on file with Human Resources, do not need to quarantine if they are exposed to someone with the infection. They can remain at work as long as they self-monitor, wear a cloth face covering and refrain from all travel, and congregate areas, and social distance. If symptoms are present, employees must quarantine at home and test.

**Close Contact Defined**

The CDC defines a close contact of someone with COVID-19 as anyone who was within 6 feet of an infected person with COVID-19 for a total of 15 minutes or more within a 24-hour period. An infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19. The impacted individual will have an opportunity to verify if they were indeed a close contact.

**Exception to close contact definition in schools:**

In the K-12 indoor classroom setting, the close contact definition excludes students who were 3-6 feet away from a student who tested positive, where: both students were engaged in consistent and correct use of well-fitting face masks AND other layered prevention strategies were in place (such as universal cloth face covering wearing regardless of vaccination status, physical distancing, and increased ventilation).