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| <b>COVID Employee Policy</b> | <b>Last Updated: 08/2021</b> |
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As part of our commitment to school health safety, if an employee test positive for COVID-19, the employee must exhaust their Sick Leave before COVID Leave, which is paid leave, will be available. COVID Leave is only available for up to 80 hours and will only be utilized for those who have been vaccinated.

The employee may not return to work until such time they either test negative or have a medical document indicating they are safe to return to work. If the employee wishes to work from home, he or she must submit a PTO Form requesting to do so. The Superintendent, or designee is the only person who is able to approve this request. Once approved, the employee will be directed to complete a Telecommute Agreement detailing the frequency and details of the request.

**Reporting Exposure and/or Positive Test**

If you have been exposed to or have tested positive for COVID-19 or any variation thereof, you are required to make a report to the Superintendent or his/her designee. The School Nurse and the Human Resources Department will be notified for contact tracing and attendance purposes.

**Exposure**

If you have been exposed to someone who has tested positive and you have tested negative, you will be required to quarantine for five (5) calendar days or until otherwise notified.

**Required Testing – Non-Vaccinated Personnel**

If you have not been vaccinated or have had the first shot and missed your appointment for your second shot, you will be required to be tested weekly. Your test must be administered on Sunday and results submitted to Human Resources the following Monday morning before reporting to your assigned area. If you have tested positive, please follow the instructions for **Reporting Exposure and/or Positive Test** above.

Board approved 08/24/2021