

# COVID-19 Staff Training What Every Employee Should Know 2020

Disclaimer: Information is subject to change due to constantly evolving information about COVID-19





# Part 1 Introduction to COVID-19 (CDC Guidance)







# What is COVID-19

- A novel coronavirus is a new coronavirus that has not been previously identified.
- The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.







# What are COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
  - 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
- This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.







### When to Seek Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately** 

- Trouble breathing
- Persistent pain or pressure in the chest



- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.





# Quarantine & Isolation

### **COVID-19: Quarantine vs. Isolation**

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.





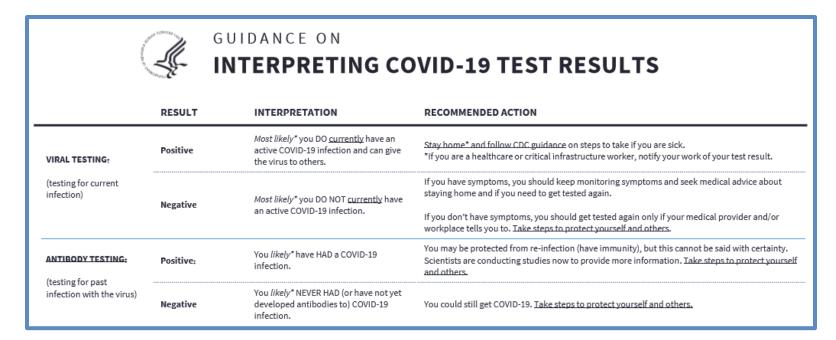
Refer to CDC Guidance for detailed steps to take.

CDC Quarantine vs. Isolation





# CDC Guidance: Interpreting Test Results





Refer to CDC Guidance for detailed information.

**Interpreting COVID-19 Test Results** 



# Part 2 TEA 2020-2021 School Reopening **Guidance Summary** (07/21/2020)





# TEA Re-Opening Guidance



0-21 School Reopening Guidance Summary

July 21, 2020

(512) 463-9000

disasterinfo@tea.texas.gov

tea.texas.gov/coronavirus

#### Overview

- 1. TEA has provided guidance to ensure teachers, staff, and students remain healthy and are able to safely return to school for the 2020-2021 school year.
- 2. School systems may offer a remote instruction transition period at the start of the school year.
- 3. Texas has ensured school systems will receive funding for both on-campus and remote learning.
- 4. School systems have been given instructional and operational flexibility to meet the local needs of their community, teachers, and students.
- 5. TEA is working to support school systems to ensure remote learning is consistent and high-quality across the state.

**Instructional and Operational Considerations** 

TEA Guidance of July 21, 2020

Additional guidance may be provided prior to August 2020.







## Disclaimer

- Slides with the TEA logo represent information extracted directly from the referenced TEA document or are a summary/illustration of the information.
- The final authority of TEA Guidance will be the most current information on the TEA COVID-19 Support & Guidance webpage at:
- https://tea.texas.gov/texas-schools/healthsafety-discipline/covid/coronavirus-covid-19support-and-guidance









# Overview

- 1. TEA has provided guidance to ensure teachers, staff, and students remain healthy and are able to safely return to school for the 2020-2021 school year.
- 2. School systems may offer a remote instruction transition period at the start of the school year.
- 3. Texas has ensured school systems will receive funding for both on-campus and remote learning.
- 4. School systems have been given instructional and operational flexibility to meet the local needs of their community, teachers, and students.
- 5. TEA is working to support school systems to ensure remote learning is consistent and high-quality across the state.









# Instructional & Operational Considerations

- School boards control the school calendar and have the flexibility to delay their school start date.
- As of their local start of school date, school systems may temporarily limit access to on-campus instruction to facilitate an effective back-to-school transition process during the first 4-8 weeks of school.









# Instructional & Operational Considerations

- School systems may utilize three models to provide instruction for the 2020-2021 school year:
  - 1. On Campus School systems must offer oncampus instruction for those parents who choose on-campus instruction in order to be eligible for funding of their remote instruction models (with limited exceptions\*).
  - 2. Synchronous Instruction
  - 3. Asynchronous Instruction



\*Such as closure by a local health directive, closed due to COVID-19 case, or start of school transition period.







- School systems must post a summary of the plan they will follow to mitigate COVID-19 spread in their schools for parents and the general public, one week prior to the start of on-campus activities and instruction.
- School systems are required to provide parents a notice of their public education enrollment and attendance rights and responsibilities during the COVID-19 pandemic using a document published by TEA.









### PROVIDE NOTICE:

- Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk.
- Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas.









### • PREVENTION:

- School systems must require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day.
- Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19.









- RESPONSE (To lab-confirmed case in school):
  - School systems must notify their local health department if an individual who has been in a school is lab-confirmed to have COVID-19.
  - School systems must close off areas that are heavily used by the individual with the lab-confirmed case of COVID-19 (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have passed since that person was on campus.
  - School systems must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on-campus activities.









- MITIGATION (Likelihood of COVID-19 Spread Inside School):
  - School systems must rely on health and hygiene practices, including the use of hand sanitizer and/or hand washing stations with soap and water.
  - Schools must comply with the governor's executive order regarding the wearing of masks.
  - School systems may require the use of masks by adults and students for whom it is developmentally appropriate in instances where masks are not mandated by the governor's executive order.
  - School systems should encourage students to practice social distancing where feasible without disrupting the educational experience.



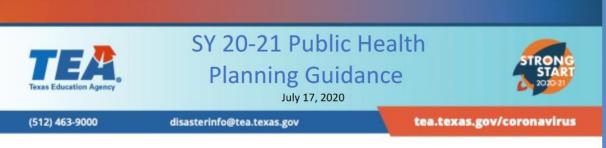




# LACKLAND ISE



# TEA Public Health Planning Guidance



This guidance document is being provided based on the public health situation as we understand it today and takes effect immediately, both for summer school instruction ending the 2019-2020 school year and to help support school systems in planning for the 2020-2021 school year, regardless of whether a school system starts at the date currently planned or the local school board votes to change the school system's calendar to delay the start of the school year. Changes to the public health situation over the course of the summer may necessitate changes to this guidance.

#### This guidance addresses:

- On campus and virtual instruction
- Administrative activities by teachers, staff, or students that occur on school campuses or virtually
- Non-UIL extracurricular sports and activities
- Any other activities that teachers, staff, or students must complete that cannot be accomplished virtually
- Visits by parents and the general public

It is recommended that after-school providers and other programs that operate in conjunction with campuses follow this guidance in coordination with the campus(es) they serve.

**Public Health Considerations** 

#### TEA 20-21 Public Health Planning Guidance:

https://tea.texas.gov/sites/default/files/covid/Covid-19-SY-20-21-Public-Health-Guidance.pdf





# **Provide Notices**

- School systems must post for parents and the general public, one week prior to the start of on-campus activities and instruction, a summary of the plan they will follow to mitigate COVID-19 spread in their schools based on the requirements and recommendations outlined here.
- Lackland ISD Protocols are posted at:
- https://www.lacklandisd.net/covid-19









## **Provide Notices**

- It is recommended that, within this summary, school systems designate a staff person or group that is responsible for responding to COVID-19 concerns and clearly communicate for all school staff and families who this person or group is and how to contact them.
- The Point of Contacts are listed below:
  - Elementary students: Mrs. Terry Leija
  - Secondary Students: Mr. Hunter Shelby
  - Lackland ISD Staff: Mrs. Yolanda Jackson/HR









## Attendance & Enrollment

- Any parent may request that their student be offered virtual instruction from any school system that offers such instruction.
- If a parent who chooses virtual instruction wants their child to switch to an on-campus instructional setting, they can do so, but school systems are permitted to limit these transitions to occur only at the end of a grading period, if it will be beneficial to the student's instructional quality.









## **Provide Notices**

- School systems are required to provide parents a notice of their public education enrollment and attendance rights and responsibilities during the COVID-19 pandemic using a document published by TEA.
- The notice is published at:
- https://www.lacklandisd.net/covid-19









# Cases of COVID-19

#### Any individuals who themselves either:

- (a) are lab-confirmed to have COVID-19; or
- (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
  - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - 2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - 3. at least ten days have passed since symptoms first appeared.







# Identifying Possible Cases on Campus



Separate Staff or Students who shows symptoms

Identification

Clean areas used by individual as soon as feasible

Disinfecting



Students or Staff who report feeling feverish should be given a temperature check

Temperature Check





# Respond to Lab-Confirmed Case in the School



Notify the Health Department and maintain confidentiality

Notification



Close & Disinfecting



Notify all staff and students of the confirmed case and maintain confidentiality

Notifications







# Mitigate the Likelihood of COVID-19 Spread Inside the School

- Health and Hygiene Practices: General
- Health and Hygiene Practices: Masks
- Student-Teacher Groupings
- Use of Non-Classroom Spaces
- Transportation Recommendations
- Visits to Schools
- Staffing







# Part 3 Lackland ISD Return to Work Protocols







## Return to Work Protocols

- We have established several Return-to-Work Protocols as noted below:
  - 1. All employees shall self-report a diagnosis or exposure to COVID-19 prior to reporting to work.
  - 2. All employees will be required to complete a health screening process upon arrival at work and prior to entry into work each day.
  - The screening link can be found at:





# ACKLAND ISD



#### **Lackland ISD Screening Procedures for Employees**

has tested positive for COVID-19 or

This form is used to collect COVID-19 related screening data as self-reported by employees.

First Name	Last Name
Today's Date *	Department *
6/18/2020	~
Since the last day of work, or since your last visit to this fa	acility, have you had any of the following:
Do you have a cough?	
○ Yes ● No	
Do you have shortness of breath or difficulty breathing?	
○ Yes    ⑥ No	
Please check any other Symptoms that you are having	page ?
Feeling feverish or have a measured temperature	
greater than or equal to 100.0 degrees Fahrenheit	
Body aches or Muscle pain	
Chills	
Repeated shaking with chills	
Headache	
Loss of taste or smell	
Sore throat	
☐ None of the above	
Have you traveled outside the State of Texas in the last 2 w	eeks?
○ Yes ● No	
If you have a chronic health condition such as diabet recommend that you share this information with your	
Close contact is defined as either	
1) Prolonged period of time spent within approximately 6	feet or within the room or care area of an individual who





Direct contact with fluids from the nose or mouth of an individual who has tested positive for COVID-19. Examples include sharing eating or drinking utensils, close conversation, or kissing, hugging, and other direct physical contact. Close contact does not include activities such as walking by a person or briefly sitting across a waiting room or office. Have you had close contact with a person who has tested positive for COVID-19? Yes 
 No I am affirming that my answers are true and correct to the best of my knowledge. Signature



If you answered yes to any of the questions above please call the nurse at x5040 for next steps.









## Return to Work Protocols

- We have established several Return-to-Work Protocols as noted below:
  - 3. All employees will be required to follow social distancing guidelines and wear a mask if social distancing is not possible. Social distancing will include the use of common areas such as copy/work rooms, bathrooms, eating spaces, etc.
  - We have purchased a mask for all district employees. If you are in need of a mask, please stop by your campus (campus-based personnel) or district office (district-based personnel) and we will issue you one to you.
  - 4. All employees will be required to follow CDC recommendations for proper hygiene.







# **Additional Protocols**

- The district may provide work area Plexiglass shields, signage or other barriers to promote social distancing.
- The district may provide other appropriate protective gear such as gloves should the need be determined by an employee's job responsibilities. The higher an employee's risk, the greater amount of protection that may be required.
- The district will provide disinfectant supplies for employee use in their work area.
- The district will develop an outbreak-response plan (attached) to identify, track and notify employees who are exposed to COVID-19.







# **Additional Protocols**

- The district will require any employee who is diagnosed with COVID-19 to use appropriate and available leave during the illness and not return to work until the employee submits a return to work medical release from the treating physician.
- The district will not allow any employee with known close contact to a person who is confirmed to have COVID-19 to enter a building until the end of the 14-day self-quarantine period from the last date of exposure.







# **Additional Protocols**

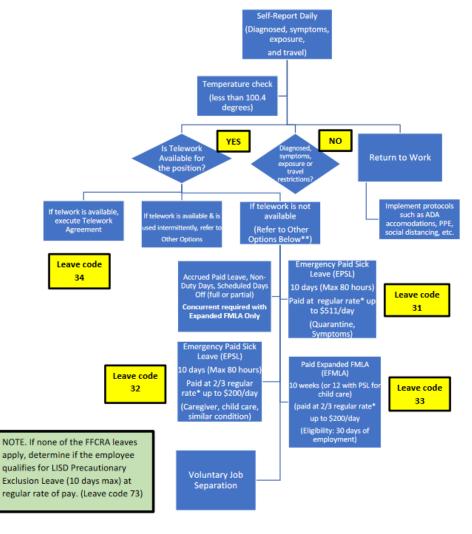
- The district has developed flow charts that outline quarantine requirements, return to work eligibility, leave availability, and other benefits that may be available to an employee.
  - Return to Work Flowchart
  - Eligibility to Return to Work Flowchart



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# Lackland ISD Return to Work Flowchart (COVID-19)



\*Regular rate of pay (as defined by the DOL): The average regular rate must be computed over all full workweeks during the six-month period ending on the first day that paid sick leave or expanded family and medical leave is taken. Paid leave and leave hours are excluded from the calculation, but supplemental pay must be included in the wages. Overtime premium pay is not included in the calculation.

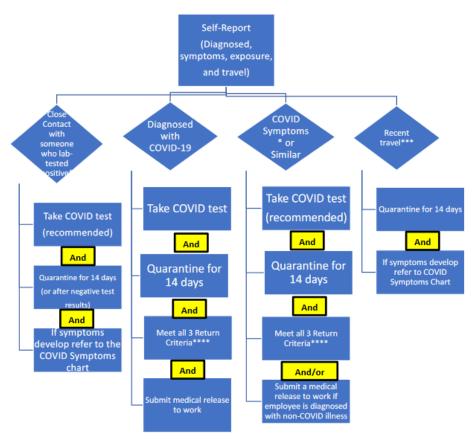
https://resources.finalsite.net/images/v1594943827/lacklandisdnet/n91ibhxoenttdiknkeih/ReturntoWorkFlowchart-RevisedAgain.pdf

<sup>\*\*</sup>If Other Options apply, refer to the Post COVID-Related Absence Flowchart

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### Lackland ISD Post COVID-Related Absence Return to Work Flowchart



- \*Close contact determined by an appropriate public health agency. For clarity, close contact is defined as: a. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious. (TEA Public Health Planning Guidance, 7/7/2020)
- \*\*COVID Symptoms according to the CDC may include: 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, or Diarrhea
- \*\*\*Travel restrictions shall include international, domestic or other areas of travel that have been specified by federal, state or local authorities as potential risks for COVID-19 spread or exposure.
- \*\*\*\* Three (3) Return Criteria: 1) at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); 2) the individual has improvement in symptoms (e.g., cough, shortness of breath); and 3) at least ten days have passed since symptoms first appeared. [TEA Public Health Planning Guidance, 7/7/2020]

https://resources.finalsite.net/images/v1594585518/lacklandisdnet/tsz4icq5q2fozezxfw2i/PostCOVID-RelatedAbsenceFlowchart.pdf





### New FFCRA Leave

- The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
  - Lackland ISD is REQUIRED to offer FFCRA Leave.
- These provisions will apply from the effective date (April 1, 2020) through December 31, 2020.
  - Emergency Paid Sick Leave (EPSL) is available to all employees
  - Paid Expanded FMLA (PEFMLA) is available to all employees who have been employed for 30 days.





## ACKLAN



### FFCRA Poster

### **EMPLOYEE RIGHTS**

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- . 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 3/s for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at % for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- 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 COVID-19 symptoms and is seeking a medical diagnosis;
- 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons: or
- 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR For additional information or to file a complaint: 1-866-487-9243 TTY: 1-877-889-5627

dol.gov/agencies/whd



https://resources.finalsite.net/images/v1585589513/lacklandisdnet/b1h3cxhpxrpkd 30vukyu/FFCRA Poster WH1422 Non-Federal.pdf





- Employees <u>will not</u> be required to use their own sick or personal leave for a reason that qualifies for EPSL, up to the maximum of 80 hours.
- After using all of the 80 hours, employees may use their accrued sick or personal leave, as appropriate, to the type and reason for leave.







- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because six (6) reasons:
  - 1. the employee is quarantined (pursuant to Federal, State, or local government order,
  - 2. or advice of a health care provider),
  - and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Maximum daily rate = \$511/day







- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because:
  - 4. of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or
  - to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19,
  - 6. and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.
- Maximum daily rate = \$200/day



Maximum of 80 hours between April 1st and December 31st!





- If an employee is authorized to Telework, EPSL will not apply
- Check with your immediate supervisor to determine if you are authorized to Telework
- Staff authorized to Telework will be required to sign a Telework Agreement









- The employee is quarantined (pursuant to Federal, State, or local government order)
  - Documentation regarding the order must be submitted with the request for EPSL
  - Per DOL, EPSL will apply during a shelter-inplace or stay-at-home order unless the district is closed under a Disaster Pay order
  - A district directive to quarantine is not eligible for EPSL, but Precautionary Exclusion leave may apply







- The employee has been advised to quarantine by a healthcare provider
  - Documentation from a healthcare provider must be submitted with the request for EPSL to include the name of the provider and date of appointment.
  - If the employee does <u>not</u> seek a medical diagnosis or advice of healthcare provider, the employee is not eligible for EPSL.
  - Qualify only during the period of time seeking the diagnosis, not after the diagnosis. After the diagnosis, if positive or symptoms switch the appropriate reason.







- The employee is experiencing COVID-19 symptoms and is seeking medical diagnosis
  - Documentation from a healthcare provider must be submitted with the request for EPSL
  - If the employee does <u>not</u> seek a medical diagnosis or advice of healthcare provider, the employee is not eligible for EPSL.
  - Employee qualifies only during the period of time seeking the diagnosis, not after the diagnosis. After the diagnosis, if positive or symptoms switch the appropriate reason.







- The employee is caring for someone for reasons #1 or #2.
  - Documentation from a healthcare provider must be submitted with the request for EPSL
  - The immediate family member (person who resides in the same home, or whose relationship creates an expectation that the employee would care for the individual) must genuinely need the employee's care.







- The employee is caring for his/her child due to COVID closure of school or unavailable childcare.
  - Documentation related to the school/child care closure must be submitted with the request for EPSL to include:
    - Name of child,
    - Name of school, place or care or childcare provider, and
    - Statement from employee that no other suitable person is available to care for the child.
  - Employee has the option to supplement their EPSL with accrued leave.
  - EPSL may be taken intermittently only for reason #5.







- The employee is experiencing a substantially-similar condition to COVID-19 as specified by the US HHS.
  - At this time, the HHS has not specified any substantially-similar conditions, so this leave will not use used until the HHS has identified any condition(s).







## Paid Expanded FMLA

- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay ONLY for reason #5 (employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19).
- Combined total of Expanded FMLA and FMLA cannot exceed 12 weeks between July 1<sup>st</sup> and June 30<sup>th</sup> (FMLA Year)
- Paid Expanded FMLA will run concurrently with all other types of leave.
- Maximum daily rate = \$200/day







## Recordkeeping

- All employees requesting EPSL or Expanded FMLA must submit a request for the leave with the appropriate documentation.
- Requests submitted without documentation will not be approved for either of these FFCRA leaves.
- The employee requesting FFCRA leave will be notified if the leave(s) are approved.







## Request for EPSL & EPFMLA

- We have created a Request Form that should be used to request either type of FFCRA leave.
- The leave request form is posted on the Payroll & Benefit forms webpage at:
- https://www.lacklandisd.net/departments/business/business/business-forms/payroll-benefits-forms





## ACKLAND ISD



### Lackland Independent School District Employee Request for Families First Coronavirus Response Act Leave

Type or Print	·	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
1.Name of employee (First Name, Middle Initial, Last Name)	2. Employee's position & campus or department	
	ct (FFCRA) apply for the limited time period of April 1, 2020 to December 31, ary depending on the reason leave is taken. Detailed information is available in the	
	ed family and medical leave must complete this form and return it to <mark>Yolanda</mark> is identified. Documentation supporting the need for leave should be included when	
Emergency Paid Sick Leave (EPSL) is limited to 80 hours of pa	aid leave at the following rates:	
1) Self: regular rate of pay up to \$511 per day		
2) For care of an individual or a son or daughter: two-thirds	the regular rate of pay up to \$200 per day	
	2 weeks of leave to care for a son or daughter when school is closed or child care is though the empoyee may access EPSL or other paid leave during this time. The 00 per day.	
Type of Leave Requested (Select one or both):	FFCRA Paid Sick Leave [ ] FFCRA Paid Expanded FMLA	
<ol> <li>Reason for requested leave.</li> <li>Inder the FFCRA, an employee qualifies for paid sick time if the because the employee:</li> </ol>	employee is unable to work (or unable to telework) due to a need for leave	
	rs of leave, and a part-time employee is eligible for the number of hours of period. Paid at either the regular rate of pay, up to \$511 per day and \$5,110 in	
<ol> <li>Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 [Absence Reason Code 31]</li> <li>Name of entity requiring quarantine or isolation:</li> </ol>		
Has been advised by a health care provider to self-quarantine related to COVID-19; [Absence Reason Code 32]  Name of health care provider requiring self-quarantine:		
Is experiencing COVID-19 symptoms and is seeking Name of health care provider:	ng a medical diagnosis; [Absence Reason Code 33]	
	rs of leave, and a part-time employee is eligible for the number of hours of period. Paid at 2/3 of the regular rate up to \$200 per day and \$2,000 in the	
	ribed in (1) or self-quarantine as described in (2); [Absence Reason Code 34]  Relationship:	
Is experiencing any other substantially-similar cond the Secretaries of Labor and Treasury; [Absence]     Name of health care provider:		



## LACKLAND ISD



Paid Expanded FMLA – A full-time employee is eligible for up to 12 weeks (two weeks of paid sick leave followed by up to 10 weeks of paid expanded FMLA) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. Paid at 2/3 of the regular rate up to \$200 per day and \$12,000 in the aggregate over a 12-week period. [Leave Code 33] and [Absence Reason Code 35]			
5 Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.			
Name of school or child care facility:			
Are you the only adult caring for the child(ren):YesNo			
Name and age of child(ren):			
If the son or daughter is over the age of 14 describe the special circumstances requiring the care:			
NOTE. ALL employees are eligible for Paid Sick Leave. Employees who have been employed for at least 30 days are eligible for Paid Expanded FMLA.			
b. Date on which y	ou wish to commence leave:	6. Date of anticipated return to work:	
<ol><li>Are you request be leave schedule</li></ol>		<ul> <li>If "yes," please give schedule of when you anticipate you will unavailable for work.</li> </ul>	
Yes	_No	Date:	
9. Documentation to support the type of leave should be <u>attached</u> to this request. An employee seeking leave because of COVID-19 exposure or diagnosis must provide a fitness-for-duty medical certification of ability to perform job duties before being allowed to resume work.			
10. Use of accrued leave (including vacation, scheduled days off, and comp time)  I choose to use accrued paid leave to supplement the 2/3 pay covered by EPSL so I receive 100 percent of my regular rate of pay.			
I understand that I am required to use my accrued leave concurrently with EFMPL. When accrued leave is exhausted, I will receive 2/3 pay for the remaining EFML. Refer to the FFCRA Employee Paid Leave Rights for more information.			
Employee Signatu			
Designation (co	mpleted by HR Department):		
[ ] Yes [ ] No	Employee qualifies for EPSL (leave code 31)	For office use only:	
[ ] Yes [ ] No	Employee qualifies for EPSL (leave code 32)	Date of Employment	
[ ] Yes [ ] No	Employee qualifies for EFML (leave code 35)	Leave type approved:	
[ ]Vac [ ]Na	Employee qualifies for Precautionary Exclusion	Approved by:	
[ ] 162 [ ] 140	(leave code 73)	Date	

[ ] Yes [ ] No Employee qualified for Telework (leave code 37)



## Part 4 Resources







### CDC COVID-19 Resources:

- https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html
- TEA COVID-19 Resources:
- https://tea.texas.gov/texas-schools/health-safetydiscipline/covid/coronavirus-covid-19-support-and-guidance
- San Antonio Metro Health
- https://covid19.sanantonio.gov/Home
- San Antonio Testing Information/Sites
- https://covid19.sanantonio.gov/What-YOU-Can-Do/Testing







- San Antonio Testing Information
- San Antonio Metropolitan Health District (Metro Health)
   amended local COVID-19 testing criteria to make testing
   more accessible to the community. Testing is available for all
   individuals, including those who are not showing symptoms.
- How much does testing cost?
  - The cost for testing should be covered by most insurance plans or through government-sponsored programs.
  - For private pay patients, please contact your health care provider for cost to administer a COVID-19 test.
  - If you do not have insurance, you may be able to receive a test at no cost through the City of San Antonio at <u>Freeman</u> <u>Coliseum</u> or at a Walk-In Testing Site.
  - Remember to register online with the testing site for COVID-19 testing.







- While not developed with this exact guidance in mind, Texas Agri-Life Extension offers a free online course on Special Considerations for Infection Control During COVID-19 (2hrs).
- This course is intended for frontline childcare workers, but the principles of the course apply equally to those working in school settings.
- https://agrilifelearn.tamu.edu/product?catal og=COFS-256





### **Business**

**Business Office Mission Statement** 

The Mission of the Lackland Independent School District Business Department is to provide support to all District students, staff, parents, and the Lackland Air Force Base Community and to ensure that all business operations are supportive of the instructional goals and objectives of the district in the attainment of the campus performance objectives (Student Achievement Indicators).

### \*\*\*NEW\*\*\*COVID-19 RESOURCES:

Presentation: What Every Employee Should Know About COVID-19 & Returning to Work

CDC Guidance: Interpreting COVID-19 Test Results

CDC Guidance: Quarantine and Isolation

City of San Antonio Testing Information and Testing Sites

Lackland ISD COVID-related leave (FFCRA) and Return to Work Flowcharts







Lackland
 ISD
 Website –
 Business
 Forms

### Payroll & Benefits Forms

FEDERAL, STATE AND LOCAL LEAVES:

Leave Administration Flowchart

FAMILY MEDICAL LEAVE ACT (FMLA) FORMS:

Request for Family Medical Leave

FMLA WH-380-E Employee Illness

FMLA WH-380-F Family Illness

FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYEE PAID LEAVE\*\*\*NEW\*\*\*

Request for Families First Coronavirus Response Act Leave

FFCRA Poster

FFCRA Employee Paid Leave Rights

Return to Work Flowchart

Eligibility to Return to Work Flowchart





# LACKLAND ISD

## Questions



Submit questions to: estrada.r@lacklandisd.net