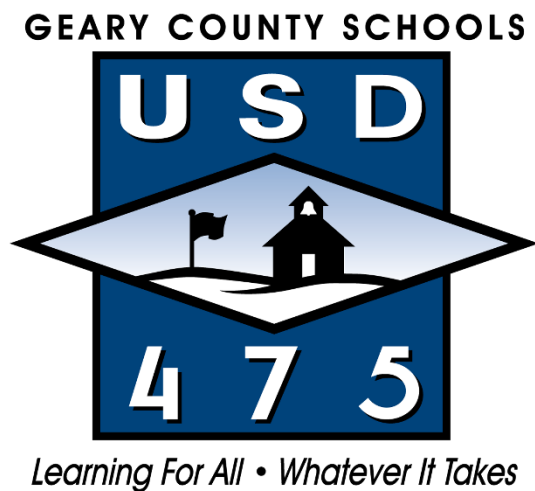


# USD475 Return to Work – Employee Guide



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# Coronavirus (COVID-19) Symptom Awareness & Self-Screening

*Employees should self-monitor for the following symptoms or combinations of symptoms:*

Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- |  |   |
|--|---|
| <input type="checkbox"/> Fever or chills                             | <input type="checkbox"/> Headache                   |
| <input type="checkbox"/> Cough                                       | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Sore throat                |
| <input type="checkbox"/> Fatigue                                     | <input type="checkbox"/> Congestion or runny nose   |
| <input type="checkbox"/> Muscle or body aches                        | <input type="checkbox"/> Nausea or vomiting         |
|  | <input type="checkbox"/> Diarrhea                   |

If you are experiencing any of these symptoms, or are not feeling well, please stay home.

*Employees should consult their medical provider related to these or any other severe symptoms that may be of concern.*

If you contract COVID-19 or have to care for someone with COVID-19, there are some protections provided by the Families First Coronavirus Response Act (FFCRA). See more information at [FFCRA Employee Rights Poster](#). Please contact the Personnel Services Office if you think you might qualify under this ACT.

If you have travelled recently, please check the [KDHE - Travel Related Quarantine](#) before returning to work. If you have traveled to any of the locations on the list, you will need to stay home and self-quarantine for 14 days.

Before returning to work on Monday morning, please complete the COVID-19 Return to Work Screening Survey. Your manager or building administrator will be able to provide you with the survey link.

If you are concerned about returning to work due to COVID-19 issues, please contact Personnel Services at 785-717-4010.

## Preventing the Spread of Infection in the Workplace

Geary County USD 475 will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of COVID-19 in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used

tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

### *Limiting Travel*

All non-essential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact Personnel Services for more information.

Before returning to work on Monday morning, please complete the COVID-19 Return to Work Screening Survey. Your manager or building administrator will be able to provide you with the survey link.

### *Staying Home When Ill*

Many times, with the best of intentions, employees report to work even though they feel ill. The district may provide paid leave time and other benefits to compensate employees who are unable to work due to illness, if applicable. Please refer to the appropriate employee handbook for more information about eligible leave.

During an COVID-19 outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines. Currently, the Centers for Disease Control and Prevention recommends that people with novel coronavirus (COVID-19) self-quarantine for a minimum of fourteen days. Do not visit public places. 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: Cough, Shortness of breath or difficulty breathing, Fever, Chills, Muscle pain, Sore throat, and possible loss of taste or smell.

### *Requests for Medical Information and/or Documentation*

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is

appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

### *Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

## Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

During the COVID-19 outbreak, Geary County USD 475 may implement these social distancing guidelines to minimize the spread of the disease among the staff.

### *During the workday, employees are requested to:*

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

### *Outside activities*

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation, if applicable.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Geary County USD 475 reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs.

## Stop the Spread of Germs at Work

# STOP THE SPREAD OF GERMS AT WORK



● **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

● **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



● **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

● **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



● **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.

# Employee Responsibilities

## *Reporting and Job Responsibilities*

As we begin to open our doors and continue to educate children in some traditional and non-traditional means, we will have a requirement for staff to report and assist in this goal. At any time, the district may choose to adjust plans based on need and based on the changing environmental conditions of COVID-19. All information in planning will continue to be based on local health department guidance. If your position is required to report to work, you will need to report. *Please note that this information may change at any time.*

The district acknowledges that each individual may have their own views on what school should look like and what their reporting responsibility should be. However, the district will continue to take guidance from the local health department. It is also the district's recommendation to staff that, outside of school work hours, they also adhere to local health department guidelines and do their part to recognize the experience and education of health professionals in making determinations for our community, staff and students.

## *Responsibilities for Communication and Dignity*

It is the employee's responsibility to maintain the confidentiality of medical information regarding staff and students. If employees send students to the office regarding COVID-19 related symptoms or any medically related symptoms, this is not information that the employee should share with individuals. The same is to be said about employees. Please respect others' medical information and privacy by not sharing protected information. We recognize that tensions will be high, and all positive cases will be communicated and/or addressed at the recommendations of both the CDC and our local health officials.

We must remember that during a regular school year, many similar symptoms are related to the standard flu, cold, and allergy seasons that coincide with the COVID-19 pandemic. We should not assume that someone has COVID-19 and discuss symptoms with others. We will leave any diagnosis to our local health authorities and will not establish ourselves as such in the school buildings.

## *Reporting Leave*

If using personal leave or sick leave for non-COVID-19 related issues:

- You must report to your supervisor in accordance with current policies and practices.

If using leave related to COVID-19 (positive test for self or family member in your household/care or you do not have adequate childcare and are eligible for FMLA extension):

- You must report information to your supervisor and contact Human Resources for guidance.
- Must follow Personnel Services guidance and must complete all required steps under law and policy.
- If Personnel Services guidance is that you report to work, as you do not meet legal requirements, you must comply with district policies related to leave.



### *COVID-19 Related Leave*

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

Generally, the Act provides that employees are eligible for:

- 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 the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- 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 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, 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; and
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, 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.

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave 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 a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

### *If Work is Not Available*

If the district should have to close again in either a full model or partial model, full time positions and activities may be impacted. The district's intent is to pay all individuals or re-assign duties to ensure that services are still provided to all students and that pay remains as budget allows. Should the budget be impacted in a way that the district cannot afford standard operating procedures, employees will be communicated with well in advance.

## Resources for Staff

### *Mental Health Guidance*

USD 475 contracts with Pawnee Mental Health to provide a comprehensive Employee Assistance Program (EAP) for all employees and their dependents. The services are provided at no cost to eligible members. Visit their webpage [Pawnee Mental Health](#) for more information about COVID-19 and EAP services.

Blue Cross and Blue Shield of Kansas has included TeleHealth at no cost to most of the health options under the district group health insurance plan. Visit the Blue Cross Blue Shield of Kansas [BCBS Telehealth](#) for more information.

### *COVID-19 Information and Resources*

- [CDC Coronavirus \(COVID-19\) Website](#)
- [KDHE](#)
- [Geary County Health Dept. - COVID-19](#)

### *Benefits*

For information related to your benefits or questions related to benefits during COVID-19 or anytime during employment with USD 475, please direct your questions to the Benefits Coordinator, Jodie Cook at [jodiecook@usd475.org](mailto:jodiecook@usd475.org).

# Frequently Asked Questions

## *General Employee Questions*

### **How does the virus spread?**

COVID-19 is spread when healthy people are exposed to droplets from a cough or sneeze from an infected person. Chances of infection increase when a person is closer than about 6 feet for longer than 10 minutes. The virus can also live on surfaces and can be transmitted when people touch surfaces then touch their face or food.

### **Is it safe to return to work?**

We are taking every precaution to ensure our district is safe. We are following federal health and safety guidelines as well as guidance from our state and local health departments. We are implementing practices such as on-line screening surveys, wearing of face coverings, and social distancing practices to keep our schools and workplaces healthy.

### **Do I have to answer medical questions when reporting to work?**

All employees and visitors will be required to answer questions regarding COVID-19 symptoms. This may be through the Return to Work Screening Survey to be completed every Monday before entering our buildings or they may be asked a series of questions before entering our buildings. Individuals who refuse to answer health screening questions may not be permitted entry into the building. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action. Please see your employee handbook/policies regarding use of paid and unpaid leave for unexcused absences.

### **What should I do if I feel sick?**

Employees who feel ill should notify their manager or building administrator per the district policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager or building administrator and go home immediately. Employees can utilize accrued leave or lost time that may be available. Contact Personnel Services for more information on available leave.

### **How do I know if I have COVID-19 symptoms?**

Please visit the following websites to determine if you have possible symptoms of COVID-19.

CDC Symptom and Testing Websites - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

CDC Symptom Checker Chat Bot (the link to actually check your symptoms) - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#>

### **What if I am sick but it's not COVID related?**

If you are sick but it is not COVID-19 related, you will use your general or supplemental leave in accordance with district attendance policies. This process will not change from our previous standard process in accordance with policy.

### **Do I have to wear a mask at work?**

Currently, the school district in cooperation with Fort Riley and Geary County Health Department along with the state of Kansas, require face coverings when in all district buildings. Employees in positions with frequent person-to-person contact are required to wear masks, when social distancing is unavailable. If masks are mandated and you have a medical condition that restricts you from wearing one, please speak with your manager or building administrator and Personnel Services.

### **Will we continue to have in-person meetings?**

In order to promote social distancing in the buildings, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager or building administrator can provide you with guidance specific to your role.

### **What if there is a positive test in a building?**

If there is a positive test within a school building, the District will comply with all local health department orders. This could range from a complete quarantine or partial quarantine, or no quarantine, based on the level of threat and infection/exposure. Additional cleaning and sanitation procedures will also be followed to ensure that the building has been treated. All procedures implemented will be based on health department recommendations and in accordance with policy.

### **How will positive cases of COVID-19 be handled in the workplace?**

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, the Geary County Health Department, or designee, will immediately inform all employees of the possible exposure. Employees who have been potentially exposed may be sent home and asked to telework (if applicable) for 14 days. A thorough cleaning of the workspace and building used by the infected individual will be performed. conducted after the area has been closed off for at least 24 hours.

### **Do I have to isolate if I travel outside of Kansas?**

Currently, there is a limited number of states and situations that are on KDHE required 14-day isolation listing - [KDHE - Travel Related Quarantine](#). Individuals who work on Fort Riley will be restricted access to post if they have traveled more than 150 miles outside of post.

### **What if I don't feel comfortable coming into work?**

The district recognizes that every employee is feeling something different right now and there is a lot of information circulating regarding COVID-19. What we know for certain is that our local health officials are guiding us through the process based on science and data. They are implementing guidelines to ensure that our staff and students are safe. Although you may have fears about returning, we will be directing employees to return to their positions based on those guidelines. If you have a medical condition that prevents you from returning, you will need to contact Personnel Services.

### **Can an employee refuse to go to work if they feel at risk for contracting COVID-19?**

There is no law that provides job protection for an otherwise healthy employee who refuses to go to work out of fear of contracting COVID-19.

### **Can my supervisor or Personnel Services ask me about my symptoms if they are related to COVID?**

Yes, the Equal Employment Opportunity Commission has weighed in on COVID related conversations in the workplace. Normally an employer may not ask you specific questions related to symptoms without medical documentation. However, as COVID is a medical condition that affects others and has been deemed a public health concern, employers may ask employees if they are experiencing COVID-related symptoms, even prior to the employee working at the facility/location.

### **What is the district doing to protect employees and limit interaction with multiple people?**

We will continue to follow the Geary County Health Department guidelines regarding sanitation, social distancing, personal protection equipment (PPE), changing structures and systems to comply with guidelines, and best practices for the number of individuals within buildings or spaces.

The district will be providing required PPE to designated staff. The district also has prepared various scenarios to comply with health department social distancing guidelines in various phases. This includes implementing different structures within the buildings as well as implementing the possibility of different learning models for instruction.

All of this is being done to keep our students safe, but also to keep our staff safe. We recognize that our staff also have concerns regarding the sanitation, social distancing and PPE provided. We want to ensure we are doing everything possible to not only comply with recommendations, but to ensure that our staff have peace of mind while educating our students. Your job is important, and we want you to feel safe and secure while doing it.

Additionally, large group activities, and the congregating of students and employees will be reduced/eliminated.

### **What if there is a positive test within a building by either a student or an employee?**

The district will follow CDC and health department guidance on school or district closure as it relates to COVID-19 positive tests. We will follow recommendations on re-opening, cleaning, and disinfecting surfaces and buildings.

### **What if I or my child have a compromised immune system?**

If you are eligible for either FMLA or expanded FMLA provided under the FFCRA, you may have the opportunity to receive paid or unpaid leave. Please contact Personnel Services - Benefits and work through all scenarios.

**What if I have someone else in my household, other than my child, has a compromised immune system?**

This would likely not qualify under the FFCRA, but you may have the opportunity to take leave. Please contact Personnel Services - Benefits and work through all scenarios.

*Leave Questions*

**I need to be home with my child(ren) while schools/daycares are closed. What options are available to me?**

Managers and supervisors have been directed to implement flexible work arrangements, such as remote work and flexible schedules, where operationally feasible. Talk with your supervisor about options that may be available to you. In circumstances where flexible work arrangements are not an option, employees may be able to utilize expanded Family and Medical Leave known as Families First Response Coronavirus Act (FFCRA) if they need to care for dependents due to school or daycare closures. Please contact Personnel Services to request more information. Staff may also utilize appropriate leave banks, if necessary.

**Can I bring my child(ren) to work with me, since schools/daycares are closed?**

No, you are not allowed to bring your children to work with you for safety and health concerns related to the spread of COVID-19 and the district's focus on social distancing.

**What protections does an employee have if they are retaliated against for using sick leave due to COVID-19?**

If an employee requests an extended period away from work to treat the employee's own case of COVID-19, or to care for a family member who contracted the virus, the employee may be protected from retaliation under the FMLA. There are other anti-retaliation protections under the FFCRA for employees taking sick leave or extended FMLA leave for a broad range of situations associated with COVID-19, including self-quarantine.

**What can FFCRA be used for?**

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

**How do I report my leave?**

If you are out for COVID or non-COVID related reasons, you will need to let your supervisor know. You will report and have your leave recorded normally, if non-COVID related. If it is COVID related, you will also need to be in contact with Personnel Services, so that we can direct you to the type of leave that is required/allowed for the absence.

**Do I need to contact Personnel Services regarding my COVID-related leave?**

Yes, we will direct you to the type of leave that is required/allowed under federal law and/or policy. You may not have to use your own personal paid or sick leave if it is COVID related. However, there will be a process to determine this and you will want to work with Personnel Services through that process.

### **Can my supervisor or Personnel Services send me home? If so, do I have to use my leave?**

The district may send you home if it is believed you have symptoms related to COVID. There will be expectations for employees to pursue treatment or medical consultation. You will be required to use your own leave for any time missed until you are symptom free. If you continue to be gone for COVID related reasons and are seeking treatment through a medical provider including testing, then you may be eligible for the emergency sick leave through FFCRA. Please consult Personnel Services.

### *FMLA Questions*

#### **I am not currently sick, but I am concerned about contracting COVID-19. Can I use FMLA to take a leave of absence so that I reduce my potential exposure to the virus?**

No. Under existing guidance from the Department of Labor, leave taken by an employee for the purpose of avoiding exposure would not be protected under the FMLA. However, if you are immunocompromised or otherwise have an existing medical condition that may place you within a vulnerable population susceptible to serious illness then you may request such leave as a request for accommodation under the Americans with Disabilities Act. Employees who would like to make such a request should contact Personnel Services – Benefits to determine if such an accommodation is eligible.

#### **Who is eligible for the expanded FMLA program - FFCRA?**

All employees who have been employed with the Geary County USD 475 for at least 30 calendar days are eligible for the expanded FMLA program. The leave can be taken if the employee is unable to work (or work remotely) due to a need to care for their child(ren) when their school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19. More information about the new FMLA benefit, please contact Personnel Services - Benefits.

[DOL - FFCRA Employee Paid Leave](#) [DOL - FFCRA FAQ](#)

#### **Can the expanded family and medical leave be used on an intermittent basis?**

Yes. Employees may take intermittent leave (i.e., leave on non-consecutive dates) with the advanced approval of their supervisor and Personnel Services. A proposed schedule shall be submitted to Personnel Services - Benefits along with the FMLA application.

#### **If my employer reduces my scheduled work hours, can I use expanded family and medical leave for the hours that I am no longer scheduled to work?**

No. If your building administrator or manager reduces your work hours because it does not have work for you to perform, you may not use expanded family and medical leave for the hours that you are no longer scheduled to work. This is because you are not prevented from working those hours due to a COVID-19 qualifying reason, even if your reduction in hours was somehow related to COVID-19.

#### **What does it mean to be unable to work, including telework for COVID-19 related reasons?**

You are unable to work if your building administrator or manager has work for you and one of the COVID-19 qualifying reasons set forth in the FFCRA prevents you from being able to perform that work, either under normal circumstances at your normal worksite or by means of telework.

If you and your building administrator or manager agree that you will work your normal number of hours, but outside of your normally scheduled hours (for instance early in the morning or late at night), then you are able to work, and leave is not necessary unless a COVID-19 qualifying reason prevents you from working that schedule.

**If I have already used all or part of my 12 weeks of FMLA, does the expanded FMLA program provide me with an additional 12 weeks?**

No. Employees have up to 12 weeks of leave to use between April 1, 2020, and December 31, 2020 under the FMLA expansion - FFCRA. This time is included in, not in addition to, the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave in a 12-month period, that employee would only be eligible for another 6 weeks of FMLA leave under this expansion provision. More information about the expanded FMLA program can be found on: [DOL - FFCRA Employee Paid Leave](#) [DOL - FFCRA FAQ](#)

**If I am caring for my child who has COVID, do I get the 2/3 emergency paid sick leave for two weeks and then up to 10 weeks of 2/3 paid leave for the expanded FMLA?**

You could. For situations that are specific to COVID, please contact Personnel Services - Benefits for direct guidance.

**If I am caring for my child, can I use the leave every other day or every other week?**

Leave provided under the Family First Coronavirus Response Act (FFCRA) can only be used intermittently upon agreement between the employee and the employer.

**If I am using 12 total weeks to care for my child, why do I only get 10 weeks at 2/3 pay? Does this mean the first two weeks are unpaid?**

Correct. The first two weeks are unpaid, as outlined in the Family First Coronavirus Response Act. However, you may be entitled to emergency paid sick leave during these first two weeks, or you may be required to use existing district-provided general leave during that time.

*Benefit Questions*

**What resources are available to help me, and my family navigate concerns regarding COVID-19?**

USD 475 contracts with Pawnee Mental Health to provide a comprehensive Employee Assistance Program (EAP) for all employees and their dependents. The services are provided at no cost to eligible members. Visit their webpage [Pawnee Mental Health - COVID-19](#) for more information about COVID-19 and EAP services.

Blue Cross and Blue Shield of Kansas has included TeleHealth at no cost to most of the health options under the district group health insurance plan. Visit the Blue Cross Blue Shield of Kansas [BCBS - Telehealth](#) for more information.



**Will Short Term Disability insurance benefits be paid for absences related to COVID-19?**

Employees currently enrolled in the Short-Term Disability (STD) insurance program may be eligible for STD benefits depending on the specific facts of the claim and subject to the provisions of the Group Policy. An employee who is placed in quarantine but does not have a confirmed COVID-19 diagnosis, will not be eligible for STD Benefits.

**Do I have to pay the health insurance premiums that I missed while I was not working?**

Employees are responsible for paying their portion of health insurance premiums that were missed while on unpaid leave or furlough. Employees have several options for paying these premiums including a lump-sum payroll deduction or a series of deductions spread over time. You will be contacted by Personnel Services to make arrangements for these payments.