

CCEA Members—If you have questions, contact Nathan Curtis <u>ncurtis@mseanea.org</u> or Celeste Jordan <u>cjordan@mseanea.org</u>.

CCEA Office: 410 848 0983

You test positive for COVID using an at home test.

Your child tests positive

for COVID using an at home test.

Your child's **daycare** shuts down due to COVID Ask for documentation

Get a PCR test for the person testing positive ASAP At home tests cannot be used to verify COVID leave. PCR tests are covered under CCPS Insurance

Immediately notify your principal/supervisor.

Discuss if teleworking will be an option for you. It can be an option to telework part of the 5 days.

You are not approved for teleworking or are unable to telework.

Be sure to submit substitute plans to the appropriate person.

Consult with your administrator on making physical copies your substitute may need.

Check work email at least once a day. Respond as much as possible.

You are approved for teleworking.

The expectation is you will be live via appropriate platform for each class period (entire time).

Planning mod will not be live but you may need to use part of it to talk to substitute.

Consult with your administrator on making physical copies your substitute may need.

Send email to Ernesto Diaz

e_diaz@carrollk12.org with

PCR or daycare documentation.

Use sample letter from CCEA to request up to five days of sick leave to be reimbursed.

Check your sick leave.

You should not lose any sick days if you were teleworking.

Send email to Ernesto Diaz e_diaz@carrollk12.org with PCR or

e_diaz@carrollk12.org with PCR or daycare documentation.

Use sample letter from CCEA to document that you teleworked and/or to request any sick days utilized to be reimbursed.