

## CCPS COVID-19 Response to Frequently Asked Questions

### **EMPLOYEES REPORTING TO THE BUILDING**

#### **Can I report to the building to perform my assignment?**

Yes, staff are strongly encouraged to report to the building to deliver virtual instruction. To promote social distancing and align with the CCPS Reopening Plan, building access is primarily limited to employees. Staff should consult with their Administrator/Supervisor prior to reporting to receive additional guidance. Support staff must consult with their building Administrator/Supervisor for reporting instructions. Some staff are required to report to their buildings in alignment with their professional responsibilities.

While on CCPS property all employees **must** wear a cloth face covering at all times when inside the building unless they are alone in an enclosed space (e.g. an office with a closed door). The facial covering must adhere to all CCPS policies.

If an employee has a medical condition, which affects the wearing of a cloth face covering, the employee is required to submit medical documentation to the Human Resources Department for consideration.

#### **What are the requirements to enter CCPS properties?**

When reporting to CCPS buildings staff will be required to utilize their badge or sign-in at the front office. This reporting protocol will serve as the employee's acknowledgement that they have followed the daily screening requirements listed below which will be updated periodically through email.

#### **Please do not enter CCPS property if you have the following:**

- **One of these symptoms**
  - Cough
  - Shortness of breath
  - Difficulty Breathing
  - New loss of taste or smell
  - Known exposure to someone who is COVID19 positive
  - Positive COVID19 test within 10 days
  - Notification from the health department, your employer, a healthcare provider, or school nurse that you need to isolate or quarantine
  - Fever of 100 degrees or higher
  
- **Two or more of these symptoms:**
  - Chills or shaking chills
  - Muscle Aches
  - Sore Throat
  - Headache

- Nausea or vomiting
- Diarrhea
- Fatigue
- Congestion
- Runny Nose

A newly developed COVID-19 module is available in Safe Schools and all employees are to complete the training by **September 30, 2020**. This training is not CCPS specific, however it will provide employees a valuable perspective on COVID-19 related information.

### **How should I facilitate operational meetings?**

Employees are encouraged to use approved virtual platforms for group events, gatherings, or meetings. Whenever possible in-person meetings should be limited. Employees should conduct meetings via video conference or telephone. Meetings that cannot occur in the virtual or telephonic environment are to be held on an appointment basis. If a meeting must be conducted in-person, it should have the smallest number of attendees as possible. Attendees must adhere to 6-foot social distancing guidelines and wear a cloth face covering at all times. Attendance for in-person meetings should not exceed what is allowed by executive orders and/or MDH/CDC guidelines. Prior to any in person meeting, attendees shall be provided with screening questions and COVID-19 symptoms to self-screen.

### **Are visitors required to wear a mask?**

In accordance with MDH/CDC guidelines, CCPS requires all persons on CCPS property to wear cloth face coverings at all times. Visitors with documented medical exemptions will be permitted on the property without facial covering.

## **WHAT ARE THE BENEFITS AVAILABLE TO EMPLOYEES IN RESPONSE TO THE CORONAVIRUS?**

### **How does the Family First Coronavirus Response Act (FFCRA) work?**

The Families First Coronavirus Response Act (FFCRA) is an extension of the Family Medical Leave Act (FMLA) for leave specified reasons related to COVID-19. The qualifying reasons for COVID-19 related leave is captured on the FFCRA Poster link on our HR COVID-19 page (<https://www.carrollk12.org/admin/hr/Pages/COVID-19-.aspx>). Family First Coronavirus Response Act (FFCRA) benefits are set to expire on **December 31, 2020**.

In accordance with FFCRA, Carroll County Public Schools will provide up to (80 hours) of either fully or partially paid sick leave for staff who meet one or more of the qualifying reasons.

Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay is available for eligible employees (employed for at least 30 calendar days) who are 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.

**If I require an extended leave will I be able to continue at my current position when I return?**

Leave under FMLA, including FFCRA, is job-protected leave. Once an employee returns from leave, if their previous assignment is unavailable CCPS will make every effort to provide a comparable assignment.

**Can my family remain covered under our current medical/dental insurance plan?**

During FMLA leave, you may remain on the CCPS medical and dental insurance plans. The appropriate contribution deductions will be subtracted from the employee's bi-monthly paychecks.

**What would my "bring home" salary look like during approved extended FFCRA leave?**

If you elect the 10 weeks, you would be paid at two-thirds your normal salary. Applicable benefit costs to include health insurance, pension, FICA and taxes will be deducted from your semi-monthly pay.

**How do I qualify and obtain leave?**

To apply for the use of FFCRA leave, you would need to complete the FFCRA leave request form. The form is linked on the HR COVID-19 page of our website (linked above). If you elect the 10 weeks of additional leave (for the full 12 weeks total), you would need to complete additional FMLA paperwork that will be sent to you once the FFCRA leave request form is received.

**WHAT ARE THE OPTIONS FOR DEPENDENT CARE LEAVE?**

**What if I am unable to physically report to work due to childcare needs?**

Employees that qualify for FFCRA benefits may receive *up to an additional 10 weeks* (expiring December 31, 2020) of paid expanded family and medical leave. The employee will be paid at two-thirds the regular rate of employee pay. The employee must have been employed for at least 30 calendar days prior to the leave request and 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. The employee must submit supporting documentation to the CCPS Human Resources Department.

**What if my child's school is giving me a choice between having my child attend in person or participate in a remote learning program for the fall and I signed up for the remote learning alternative because, for example, I worry that my child might**

**contract COVID-19 and bring it home to the family. Since my child will be at home, may I take paid leave under the FFCRA in these circumstances?**

No, you are not eligible to take paid leave under the FFCRA because your child's school is not "closed" due to COVID-19 related reasons; it is open for your child to attend. FFCRA leave is not available to take care of a child whose school is open for in-person attendance. If your child is home not because his or her school is closed, but because you have chosen for the child to remain home, you are not entitled to FFCRA paid leave.

## **COVID EXPOSURE**

**What if I am being treated for Covid-19 or being required to quarantine by a Federal, State, or Local government?**

- Employees diagnosed or required to quarantine by a Federal, State, or local government order as it relates to COVID-19 will be eligible for up to two weeks of paid sick leave at the employee's regular rate of pay.
- If the employee's absence extends beyond the 2 weeks permitted under FFCRA benefits, the employee may use their accrued sick leave. **What if a family member in my household is being treated for COVID-19 or required to quarantine by the local or state health department?**

The employee may be eligible for up to two weeks 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.

## **WHAT IF I AM UNABLE OR UNWILLING TO RETURN?**

**What if I am uncomfortable with physically returning to my assignment during the pandemic?**

When the Board of Education votes to return using the hybrid/in-person format, employees should anticipate returning physically to their job assignment. Employees may seek an approved leave under Federal, State, and/or Master Agreement provisions.

**What if I have an immediate family member living in my household with an underlying medical condition not related to COVID-19 that impacts my desire to physically return to my assignment?**

Employees may seek an approved leave under the Family Medical Leave Act or request an approved leave under the provisions of the Master Agreement.

**What if I have exhausted all available leave and my FFCRA or FMLA job protection has expired, what do I do now?**

Employees may seek an alternative leave available under their Master Agreement provisions, request a leave of absence, retire, or resign from their positions.