



## COVID-19 Information for Employees

### *Situations that require an LCSD employee to quarantine*

LCSD expects employees under quarantine to act responsibly and avoid travel and crowds while quarantined. Employees should be quarantined under each of the following conditions:

#### 1. Employee has COVID-19 symptoms

Employee should stay home until:

- 24 hours have passed with no fever (without fever reducing medication)
- COVID related symptoms have improved
- Ten days have passed since symptoms first appeared

#### 2. Employee has tested positive for COVID-19, but has no symptoms

Employee should stay home until:

- Ten days have passed since testing positive
- If symptoms develop during the ten days, refer to #1 above for guidelines.

#### 3. Employee has been in close contact (within six feet for 15 or more minutes) with someone who tests positive for COVID-19

- Employee should quarantine for 14 days. If no symptoms develop during the 14 days, the employee may return to work. If symptoms develop, refer to #1 above for guidelines.

### *Emergency Paid Sick Leave*

The Families First Coronavirus Response Act (FFCRA) went into effect April 1, 2020 and will apply through December 31, 2020. It provides eligible employees/educators, who are **unable to work or telework**, with a period of 80 hours of **paid leave**.

One of the five (5) qualifying reasons listed below must be present in order to receive emergency paid sick leave (EPSL):

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19. (This **does not** include being asked to quarantine by LCSD due to exposure to a positive case.)
2. The employee has been advised by a health care provider to self-quarantine.
3. The employee is experiencing symptoms of COVID-19 **and is seeking a medical diagnosis** from a health care provider. (Please note that to qualify under this reason, **an employee must go to the doctor and seek a diagnosis**. Just having symptoms does not meet this requirement.)
4. The employee is caring for an individual who is subject to a federal, state or local quarantine order related to COVID-19; or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
5. The employee is caring for his or her child whose school or place of care has been closed for a period of time - whether by order of state or local official or authority or at the decision of the individual school or place of care, or the child care provider of such child is unavailable for reasons related to COVID-19.

In summary:

- if the employee is deemed an eligible employee (30 calendar days employed); and
- is **unable to work or telework**; and
- the employee falls into one of the categories of qualifying reasons listed above,

The employee can use up to two weeks (80 hours, pro-rated for part-time employees) of EPSL. The 80 hours is available to be used for any combination of the qualifying reasons, but the total number of EPSL is capped at 80 hours.

The paid leave entitlement amounts are based on the reason for the leave:

**If the qualifying reason falls under #1-3**, the employee is entitled to receive **their regular rate of pay**, subject to a maximum of \$511.00 per day, or \$5110.00 over the entire two (2) week period.

**If the qualifying reason falls under #4-6**, the employee is entitled to receive **2/3 of the regular rate of pay** subject to a maximum of \$200.00 per day, or \$2000.00 over the two (2) week period.

Leave requests under EPSL should be made on the EPSL Request Form which should be signed by the employee (if possible) and their supervisor (Principal or Department Head) and then sent to Ramona Farris, LCSD Payroll Clerk.

#### *Other Available Leave*

If an employee cannot work or telework, but does not qualify for EPSL or has already exhausted all 80 hours of EPSL, they can use accumulated sick or personal leave available to them. To use sick leave, the employee or a family member in their household must actually be sick. If an employee is not sick but feels they are at a high risk for COVID-19 due to their age or other underlying medical conditions, they may use accumulated sick leave **only if they provide a statement from their physician** that they are at high risk. The statement does not need to give the reason for the risk, only that in the physician's opinion the employee is at high risk.

If an employee does not qualify or has exhausted EPSL and has also exhausted all sick and personal leave, their pay may be docked for any days missed when they are unable to telework.

#### *Paid Expanded FMLA*

The FFCRA also provides 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. If and LCSD employee feels like they are eligible for this leave, they should contact Ramona Farris, LCSD Payroll Clerk, for more information.