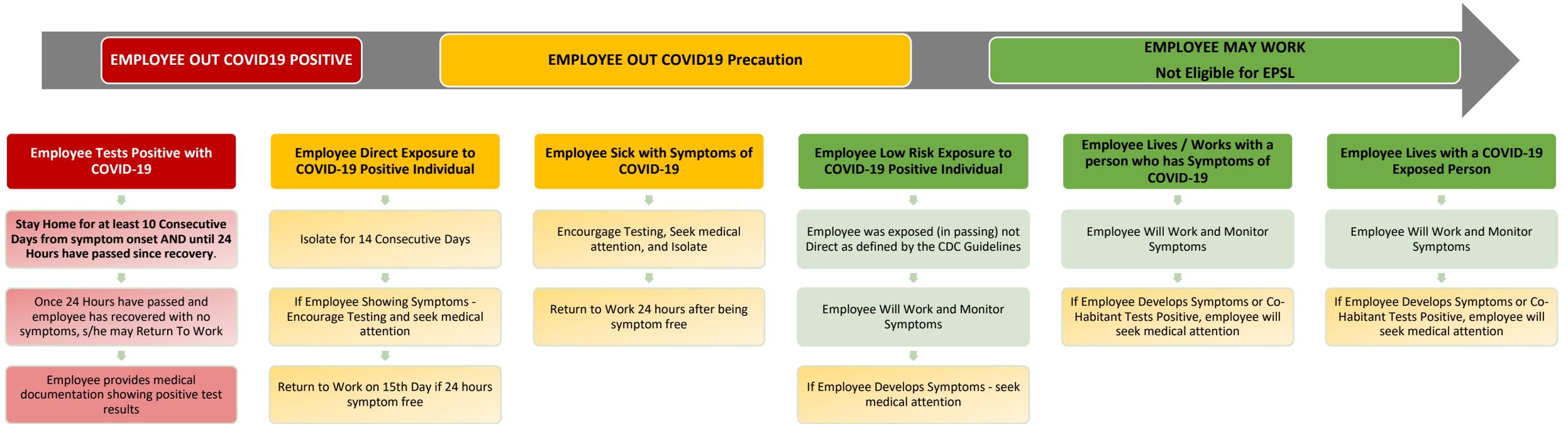


Employee COVID-19 Exposure Guidance



NOTE: CDC Guidelines recommend that an individual be tested for COVID-19 if they have symptoms, have had close contact (within 6 feet of an infected person for at least 15 minutes) with someone with confirmed COVID-19 or have been referred by their

General Guidance for Employees

1. **Direct Exposure** as defined by the CDC Guidelines, is an individual who has had close contact (less than 6 feet) from a person with known COVID-19 for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.
2. **EPSL Eligibility has a cap of 10 Days Total and Must be Exhausted before other PAID Leave Options (through December 31, 2020)**
3. Telemwork must be approved by Supervisor and Deputy Superintendent for Eligible Positions Only (Generally Admin/Office Workers).
4. EPSL leave begins once medical documentation is received in Absence Management.

healthcare provider or health department. **Not everyone needs to be tested.** If you do get tested, you should self-quarantine/isolate at home pending test results and follow the advice of your health care provider or a public health professional. **No employees are permitted back at work while waiting on a test result.**

PAID LEAVE OPTIONS for Direct COVID19 Exposure:

- District Exposure – EPSL/District Paid
- External Exposure – EPSL/Employee Sick/Vacation Time

For more information:

Call HR Employee Relations Coordinator: Toni Rosier
941.708.8770 x41006

Contact absence at absence@manateeschools.net for EPSL paperwork or visit manateeschools.net/ffcr

For COVID19 Positive Employees - Exclude from Work Until the Following Criteria is met:

- 10 Days After Symptom Onset AND
- At least 1 day (24 Hours) has passed since recovery (NO SYMPTOMS).
 - Recovery defined as resolution of fever without the use of fever reducing medications and improvement of other symptoms

All Employees should take the following precautions each day:

- Adhere to social distancing, hand hygiene, and face coverings.
- Monitor symptoms and seek evaluation/re-evaluation from personal medical provider if symptoms develop and/or worsen.
- If employees experience COVID-19 symptoms per the CDC guidelines, they should notify supervisor and stay home. Employee should follow normal request for sick leave in PeopleSoft.

COVID 19 Employee Exposure FAQ

Q: If employee has not been exposed or does not meet any of the criteria in the Exposure Chart, can they take time off due to fear?

A: Yes, the employee can request time off in accordance with the leave policy under the employee group in which they work. This leave is not covered by EPSL. Only accrued time can be used in this scenario. Employee can not utilize UNPAID time off due to fear. Employees may contact EAP at 866.553.1848 for support.

Q: Can an employee take time off because they have a medical diagnosis that compromises their immune system?

A: Yes. The employee will need to apply for FMLA and have a doctor certify the diagnosis and the need to not work due to their condition. FMLA is approved for no longer than 12 weeks/ 60 days. FMLA can be taken all at once or intermittently.

Q: If an employee has used all 10 Days under the EPSL, can they take time off again if they fall under one of the criteria in the Exposure Chart in the future?

A: Anytime an employee meets the criteria, they must stay home. However, the time off is only PAID if the employee has not exhausted the 10 Days of EPSL or has the accrued time to cover it. UNPAID time can be utilized in this scenario in accordance with the employee's leave policy. Under special circumstances, the employee may need special approval for UNPAID leave if his/her employer group doesn't have provisions for UNPAID leave (HNB, AFSCME, SAMP). It is important to note that some employees may not use all the EPSL during a round of absenteeism due to COVID-19 and the balance of the 10 days may be used in the future for COVID19 related absence anytime before December 31, 2020 unless FFCRA is extended by Congress.

Q: If the supervisor sends the employee home for a COVID19 direct exposure at work and the employee has exhausted all PAID leave options (EPSL/Accrued Paid Time Off), will the district pay for the time off?

A: Yes, if the supervisor sends an employee home for a COVID19 direct exposure at work and the employee has exhausted EPSL and have no Accrued Paid Time Off, the district will pay for time off related to the COVID19 absence.

Q: If an employee is sent home for a COVID19 direct exposure at work, can the employee telework?

A: Telework is authorized by the supervisor. Not all school district positions will lend itself to telework. Most school operation support based (transportation, food service, custodial, mechanics) and school-based positions will require the employee to work on site. Other positions that are administrative or office based may be eligible for telework if authorized by the supervisor on a case by case basis.

Q: What's the difference between the 10 Day and 14 Day Quarantine?

A: If an employee tests positive for COVID19, the CDC recommends that s/he stay home for at least 10 consecutive days from symptom onset AND until 24 Hours have passed since recovery.

If an employee has been directly exposed, the employee must self-isolate for 14 consecutive days (COVID19 incubation period) even if they are asymptomatic.

If an employee is symptomatic, the employee is encouraged to seek medical attention AND isolate and can return to work after 24 hours of being symptom free.