

# MORTON DISTRICT 709

## Return to School Plan

Fall 2020

# Safe Classrooms, Successful Outcomes



Lifelong Learning!

## Employee Wellness Guidelines for COVID-19

# Employee Wellness Guidelines for COVID-19

These employee guidelines are intended to promote wellness and to comply with the state guidelines as much as feasibly possible, and they may change as state regulations and health-related guidance changes. Below is a summary of the law along with the district's protocols to address it. You can view the EEOC guidelines in their entirety using the last link in this document.

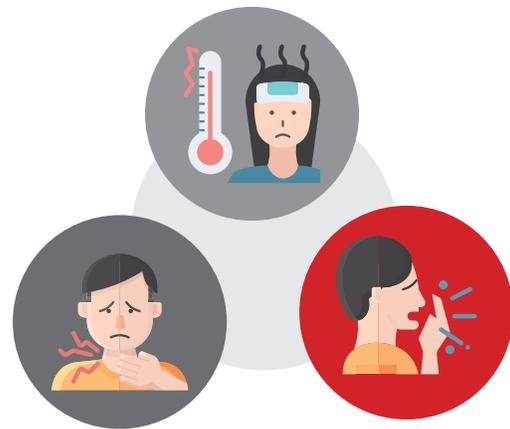
## District Rights

The district has a right to ask employees about their symptoms and exposure to the COVID-19 virus as well as require that your temperature be taken at any time. Those with symptoms can also be asked to leave the workplace until they have a doctor's clearance to return to work. The district may also require tests or on-site screening prior to an employee re-entering the workplace. Any employee medical information that is recorded must be kept confidential and not a part of an employee's personnel file. However, the name of an employee who tests positive for COVID-19 may be given to the appropriate health departments. And, as a result of an employee being quarantined, other students and staff may need to be informed to quarantine as well due to potential close contact with the employee.

## Daily Screening

Morton 709 is requiring that all employees screen themselves for symptoms on a daily basis prior to coming to work. Self-screening may involve taking your temperature, if needed, as well as determining whether you have other COVID-19 symptoms, such as:

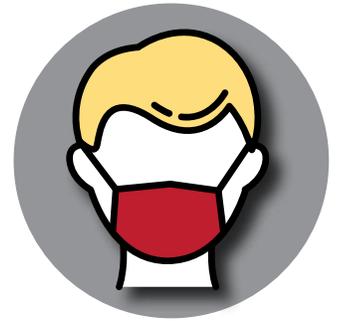
- ▶ Fever or chills
- ▶ Cough
- ▶ Shortness of breath or difficulty breathing
- ▶ Fatigue
- ▶ Muscle or body aches
- ▶ Headache
- ▶ New loss of taste or smell
- ▶ Sore throat
- ▶ Congestion or runny nose
- ▶ Nausea or vomiting
- ▶ Diarrhea



If you feel that you have a fever or several of the above symptoms, we ask that you immediately contact your principal or supervisor, take sick time, and do not come to work until you are free of symptoms or have verified that you do not have the COVID-19 virus. If you want to check your temperature or have your symptoms evaluated, please visit the school nurse or medical assistant right away. If you want to be tested for COVID-19, please contact your own physician.

## **Face Coverings**

According to state guidelines, school employees are required to wear face coverings while in the school building. You are welcome to wear your own mask or face covering, or you may use one provided by the district. There are no other specifics required of a face covering, provided that your mouth and nose are covered while in the presence of other people. If you feel that masks make it difficult for you to breathe or you are unable to wear a face covering, you will need to provide the district administration with a medical excuse from your doctor. Face shields may be used when other face coverings are medically contraindicated or when facial visualization and communication are critical to instruction for special student populations. School principals, in consultation with district administration, will make the determination as to whether a face shield may be worn during instruction. Therefore, it is possible that not all employees will be wearing face coverings due to medical reasons.



## **Disinfection and Sanitation**



Custodians will sanitize commonly contacted surfaces (doors, sinks, faucets, glass, drinking fountains, desktops, and other “high-touch” areas) on a daily basis, and hand sanitizer will be available to all employees. Some areas may be re-sanitized in the midst of the school day by the daytime custodian, if possible. Students, aides, office staff, techs, and teachers may also be responsible for disinfecting other classroom areas, supplies, materials, equipment, instruments, furniture, or machines as needed. Employees should request sanitizing supplies if they would like to provide more frequent or expansive disinfection themselves.

## **Bus Driver and Bus Aide Protocols**

Ensure that all students riding the bus have a mask on. If a student does not have a mask, provide one if you have it, and require that he put it on. If the student refuses, report the child to the principal upon arrival.

If a student appears sick, please ask them about it. If the parent is still close by or in the nearby home, stop and talk to the parent. If the parent is not available, allow the student to ride the bus, but segregate the student on the bus and inform the school principal immediately upon arriving at school.

Ensure that students spread out around the bus and assign seats when possible. Kids from the same household may sit together. Sanitize each bus after every trip when the bus is empty of students.



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## **Accommodations for Medically Fragile or High-Risk Employees**

Employees who have pre-existing or underlying health conditions that put them at higher risk if they contract the virus may request work accommodations in an attempt to avoid the virus. Identification of medically fragile employees will require medical evidence from a doctor, and potential accommodations are subject to district administrator's approval. An employee who is seeking an accommodation must contact his/her principal or supervisor and District 709 Assistant Superintendent Craig Smock.

### **In order to make a determination regarding accommodations, the district may ask the employee:**

1. How the disability creates a limitation;
2. How the requested accommodation will effectively address the limitation;
3. Whether another form of accommodation could effectively address the issue; and
4. How a proposed accommodation will enable the employee to continue performing the "essential functions" of the position.

### **Potential accommodations include, but are not limited to:**

- ▶ Implementing additional equipment, procedures, or other changes to the regular work environment, such as the installation of a Plexiglas partition
  - ▶ Working from home and being credited with part or all of a day's work
  - ▶ A temporary or permanent transfer to another position within the district, and either partially or completely changing job duties
  - ▶ A temporary or permanent transfer to another work location within the district
  - ▶ A change in work schedule or shift
  - ▶ A hybrid of the above accommodations or another creative solution
- ◆ Accommodations that are implemented may need to change based upon the school environment, changes in the threat of COVID-19, or changes to the medical situation of the employee.
  - ◆ The district is not required to make accommodations for an employee who wishes to avoid exposing a family or household member who is at higher risk if exposed to COVID-19.
  - ◆ The district may ask employees at any time whether they need any particular accommodations as well. But, the district has no obligation to accommodate an employee it knows to be at higher risk for severe illness due to COVID-19 if the employee does not inform the district and ask for an accommodation.
  - ◆ The district cannot prohibit an employee from coming to the workplace based solely on the person's age, pregnancy, or perceived higher risk of illness from contracting the virus, unless the employee's condition poses a direct threat that cannot be eliminated or reduced through the implementation of accommodations.
  - ◆ For teachers, each accommodation or new working arrangement will be discussed with the MEA President without divulging private, medical information.

## **Flexibility and One's Job Description**

During this pandemic, employees may need to be flexible in terms of what is required of each of us, and we may be asked to do things that are normally outside of our job description or reassigned to another similar position within the district.

## **Self-Quarantine and Prolonged Absence**

Individuals who have had close contact with an individual who has tested positive for COVID-19, or are suspected of having COVID-19 infection, should isolate at home and monitor for symptoms for 14 days. "Close contact" means the individual was within 6 feet of the individual for more than 15 minutes who tested positive for COVID-19 or is suspected of having COVID-19 infection. Healthy quarantining must be approved by a district office administrator.



In general, an employee must use their own sick time to be paid during an absence. But, for some employee positions, part or much of the work may be performed from home during a self-quarantine. Such employees must communicate with their supervisors and get approval from district-level administrators for such arrangements. (See accommodations section above.) Working from home can allow an employee to be credited with working all or part of a workday and to not spend a full sick day. Details about work, sick time, and compensation will be determined on a case-by-case basis. (See the FFCRA information regarding potential additional emergency sick leave.)



## **Testing Locations**

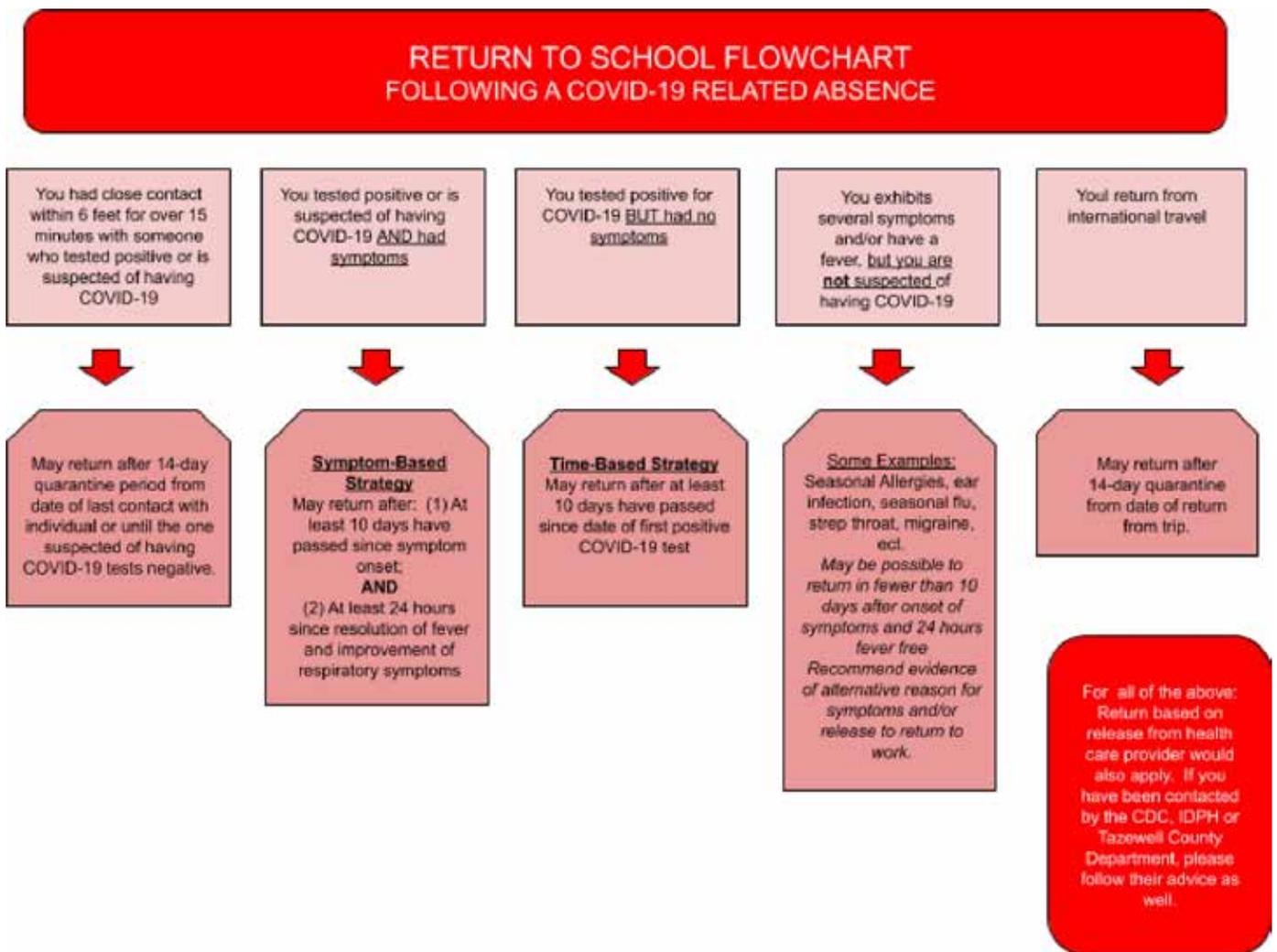
Employees can seek their own physician's advice as to how or where to be tested for COVID-19. Two potential locations may be at the OSF facility in Morton or at the Civic Center in Peoria. (Subject to change)

## **Communication and Confidentiality**

An employee who must quarantine or is COVID-19 positive must inform his/her direct supervisor and the Asst. Superintendent of his/her situation. However, the employee does not need to inform any other employees, parents, or students about the condition of the employee or the employee's family member. The district will make every effort to maintain an employee's confidentiality while balancing that with the need to communicate with others who may be affected and may need to quarantine themselves. Contact tracing, as managed through the Health Department, may require the district to divulge your name, contact information, and circumstances to the Health Department who may also contact those with whom you came in close contact to minimize the spread of COVID-19.

## Returning to Work

Depending upon the reason for the prolonged absence, the employee may be required to self-quarantine for up to 14 days (or according to CDC guidelines) and to show evidence of not being infected prior to returning to work. Employees should remain in communication with district-level administration regarding their specific situation and condition. Employers may require employees to wear protective gear (PPE) and follow infection control procedures. Employers must engage in the interactive process regarding requests by employees whose disability or religious needs (or, on another protected basis) requires accommodation of the PPE or procedures. See the flowchart below:



## The U.S. Equal Employment Opportunity Commission (EEOC)

This site is the main source for the above district guidance.

<https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>



**The Families First Coronavirus Response Act (FFCRA)  
and  
The Emergency Family and Medical Leave Expansion Act**

These federal acts 1) expand sick time benefits and grant additional paid leave for employees to care for themselves or someone in their family who has COVID-19, and 2) expand FMLA rights for specified reasons related to COVID-19. (May expire 12/31/2020.)

**See these links regarding these two acts:**

<https://www.dol.gov/agencies/whd/ffcra>

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

<https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/Quick%20Tip%20Poster%20FFCRA.pdf>

***See the flowchart below that graphically describes these two federal acts.***

There are six qualifications for additional sick leave as described in the upper left box of the flowchart. As you read the bottom right box of the flowchart below, you will notice that there are limits on the amount you may be paid for additional sick leave, based upon the six qualifications. An employee may opt to use their own sick leave at full compensation, and not opt for the additional emergency leave days, even if he/she qualifies for it. Once the employee waives the right to use the additional emergency leave, it cannot be accessed again unless another qualifying reason surfaces later. As of now, the use of emergency leave expires on December 31, 2020.

The district office administration is dedicated to helping employees make decisions in the best interest of the employee and to fully explain all employee rights, options, and consequences.

# Families First Coronavirus Response Act (FFCRA) Leave Flow Chart (Effective April 1, 2020 to December 31, 2020)

## Emergency Paid Sick Leave (EPSL)

## Emergency FMLA Expansion

### When an employee is:

1. Subject to a federal, state or local quarantine/isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to COVID-19 concerns;
  - *Need name of health care provider*
3. Experiencing symptoms of COVID-19 and seeking medical diagnosis;
4. Caring for an individual who is subject to a quarantine order or advised by a health care provider to self-quarantine due to concerns related to COVID-19;
  - *Need name of individual and relationship to employee, and name of health care provider*
5. Caring for a son or daughter if the child's school or place of care has been closed or the child's care provider is unavailable due to a COVID-19 related reason (see info to be provided under *FMLA Expansion*); or
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

### Not Eligible:

- \* Different reason for absence, check CBA or policy for other leave **OR**
- \* No work for employee **OR**
- \* Eligible for telework

### Eligible:

- \* No telework option
- \* No minimum number of days employed

Full-time employees are eligible for up to 2 weeks (80 hours) of leave for a qualifying reason.

Part-time employees are eligible for up to the number of hours normally worked, on average, over a 2-week period.

EPSL must be applied first **before** any other leave.

Once EPSL is exhausted, check CBA or policy for other leave if employee still cannot return.

### EPSL is employer-paid leave.

- \* For Nos. 1-3: 100% of employee's applicable pay rate (capped at \$511 p/day p/employee, \$5,110 aggregate).
- \* For Nos. 4-6: 2/3 of employee's applicable pay rate (capped at \$200 p/day p/employee, \$2,000 aggregate).

### When an employee is:

Caring for a son or daughter if the child's school or place of care has been closed or the child's care provider is unavailable due to a COVID-19 related reason.

Employed for at least 30 days **AND** not eligible to telework

Employed for less than 30 days **OR** eligible to telework **OR** no work for employee

Not eligible; check CBA or policy for other leave options

### Employee **must** provide:

- \* Name of son/daughter;
- \* Name of school, place of care or child's care provider that is closed/unavailable; and
- \* Representation that no other suitable person will be caring for son/daughter during period of leave.

If criteria is met, employee is eligible for up to a total of 12 workweeks of job-protected leave between April 1 and December 31, 2020.

- \* First 2 weeks are unpaid, but employee may substitute available paid leave (i.e. EPSL).
- \* Remainder of qualifying leave is paid by the employer at 2/3 of employee's applicable pay rate (capped p/employee at \$200 p/day, \$2,000 in aggregate).
- \* Block leave, unless employer agrees to intermittent leave.
- \* Check employee's use of FMLA for other qualifying reasons during the applicable FMLA year.