

Custer School District COVID-19 Operational Plan

Revised 11-20-2020

Revisions from 10-12 Board of Education Meeting are on page 11 and 13.

Revisions from 10-17-2020 Board of Education Meeting on page 10

Revisions from 11-9-2020 Board of Education Meeting on page 6

Revisions from 11-20-2020 Board of Education Meeting on page 6

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CSD Fall 2020 COVID-19 Operational Plan

Custer School District Pandemic Operation Plan

For academic, social-emotional, and economic reasons, we are compelled to stand up a working in-person learning model. But we also cannot ignore that the threat of this virus remains, and we must take all prudent steps to keep our schools from becoming the method by which it spreads in our community. We must also anticipate that there will be outbreaks, creating cycles through which we move from in-person and remote learning for some time. With that in mind, we will:

- Offer students a high-quality, comprehensive educational experience four-days a week, whether in-person or online
- Respect the U.S. Centers for Disease Control and the SD Department of Health (SD DoH) guidelines and adopt practices we can control
- Be creative, flexible, and sustainable in our instruction, school operations and problem-solving
- Ensure every student has a meaningful connection to a responsible and caring adult
- Provide the social and emotional services necessary for our students and staff to be successful
- Consider input and feedback from students, staff, families, and patrons with respect and compassion
- Provide our parents, students, and staff with the training and tools needed to adapt to an ever-evolving educational environment
- Maintain credibility and trust through sincere and timely communication

Highlights of Fall 2020 COVID-19 Operational Plan

- Provide Monday-Thursday in-person learning at all Custer Schools beginning the start of the 2020-2021 school year on August 26, 2020.
- Provide an option for students to enroll in an online learning program with a robust learning curriculum that mirrors the District's in-person curriculum, as much as possible. Registration for the online learning option will open August 11 through August 18, 2020. Further information is provided in this document under ***Distance Learning***.

School Specific Pandemic Operation Plans

School teams will create school-specific pandemic operation plans to support the District's COVID-19 Operational Plan . Overall, circumstances will likely vary from school to school and program to program, each with unique challenges and solutions.

A Message from the American Academy of Pediatrics

The AAP strongly advocates that all planning and policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020. Lengthy time away from school and associated interruption of supportive services often results in social isolation, making it difficult for schools to identify and address important learning deficits as well as child and adolescent physical or sexual abuse, substance use, depression, and suicidal ideation. This, in turn, places children and adolescents at considerable risk of morbidity and, in some cases, mortality. Beyond the educational impact and social impact of school closures, there has been substantial impact on food security and physical activity for children and families.

Policy makers must also consider the mounting evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection. SARS-CoV-2 (*the virus that causes COVID-19*) appears to behave differently in children and adolescents than other common respiratory viruses, such as influenza, on which much of the current guidance regarding school closures is based. Although children and adolescents play a major role in amplifying influenza outbreaks, to date, this does not appear to be the case with SARS-CoV-2. Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection. Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home.

Finally, policy makers should acknowledge that COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

Operational Categories

The determination of our operational category will be monitored daily and will not be determined in isolation. The District will work in conjunction with SD Department of Health and local health officials to determine in which operational category we will operate, and for what duration of time. Movement between the Categories will be impacted by positive cases of COVID-19 and spread within the school district.

Category 1- No confirmed cases in school or District OR - Any confirmed cases in the schools that can be traced to have originated from outside sources (family, etc.) Schools open with precautions in place.

Change November 9th.

A student deemed a Close Contact from exposure by a staff member or student while his or her school is in Category One will be allowed to attend school with a mask. They will also have daily wellness checks at the school office. These conditions will be in effect for ten days from the exposure date established by the school nurses.

Category 2- Confirmed COVID-19 cases in school with traceable spread between students and staff - Schools open with increased precautions in place.

Change November 20th

As long as a school is in Category 2, people attending extra-curricular activities will be required to adhere to the mask policy

Changed November 20th

Change the verbiage under Category 2 'PPE Strategies' of the Operational Plan to "require masks be worn by students and staff when social distancing is not viable"

Category 3- Significant COVID-19 spread in school or District amongst students and staff – Schools closed with off campus learning for all students. 14-day quarantine, then a possible return to Level 2.

School District COVID-19 Operational Plan

Category 1 Operations

PPE Strategies

- Face Masks/Face Shield encouraged for students and staff.
 - Highly recommended when physical distancing is not possible
- Any person exhibiting mild symptoms must wear a mask until leaving campus
- Establish and maintain hand hygiene stations at key locations in the buildings
- Students and staff use handwashing and sanitation stations located around the building
- Use of sneeze guards at appropriate locations
- Have a plan for when a student, staff member, or visitor becomes sick
- Identify an isolation/screening room in the school
- Daily screenings by parents/guardians will be conducted at home prior to attending school each day. See Daily Home Screens for Students form located on the Custer School District Website – under the School Nurse tab.

Bussing

- CDC guidelines cannot be achieved during our route busing. If at all possible, parents should consider transporting their children rather than sending them to and from school on the bus
- ***Anyone who is sick or has had a close contact to a person with COVID-19 should not use the bus and should stay home***
- Use of hand sanitizer upon entry to and exit of the bus
- Assigned seating; if possible, assign seats by cohort (same students sit together each day – preferably with a family member or classmate)
- Avoid touching your eyes, nose, or mouth while on the bus
- Cover coughs and sneezes with a tissue or the inside of your elbow. Wash or sanitize hands immediately afterwards
- Limit touching frequently touched surfaces such as hand railings, buttons, and other seats when possible. If you must touch them, use hand sanitizer or wash your hands as soon as you can.
- Windows open if weather allows
- Clean/sanitize bus after each use

Classroom

- Staff and students trained in the areas of physical distancing, handwashing, respiratory etiquette and mask use to mitigate exposure
- Disinfect desks, keyboards, and screens
 - Schedule desk sanitation during school day at appropriate transitions
 - Custodial staff routinely clean highly touched surfaces in evenings
- Desks -- arrange to account for physical distancing as much as possible

- Integrate good hygiene practices into instruction and classroom expectations
- Limit the use of shared materials and spaces
 - Keep student belongings separate
 - Avoid sharing supplies
 - Avoid sharing electronic devices, toys, books, and other games or learning aids
 - Avoid sharing of music instruments
- Students and staff use personal water bottles and water bottle filling stations vs. hallway/classroom drinking fountains

Office Strategies and Other Non-Instructional Spaces

- Maintain 6 ft. distance when possible
- Sneeze guards placed at:
 - Counters where the public or guests to the school may stand or approach
- Disinfect surface areas regularly and frequently
- Hand sanitizer at each workstation
- Employee Break Room- Physical distancing seating, custodians routinely disinfect surface areas
- Cafeteria
 - offer regular hot menu served in the cafeteria
 - students eat in cafeteria: stagger lunchtimes & increase serve times
 - possible use of classrooms to consume meals
 - offer options to eat outside
 - use of hand sanitizer at start of all serving lines
 - contactless point of sale (students scanning own cards - taking them back to class);
 - self-service of items that are pre-packaged only
 - prepayments taken at the school office
- Have a plan for when a student, staff member, or visitor becomes sick
- Identify an isolation/screening room in the school

Visitors

- Post *Stop the Spread* signs at entry points to school and in highly visible areas
- No irregular/unscheduled visitors
- Limit visitors to parents, by appointment, and critically important visitors on campus
- Doors locked during school hours
- Develop a visitation procedure for appointments. Example: call the office upon arrival from car vs. walking into the main office
- Develop parent pick-up & drop-off procedure

Gatherings

- Implement strategies that discourage gathering for areas such as the bus lane, restrooms, recess, hallways, lunch, before & after school
- Large gatherings are allowed if physical distancing can be achieved
- Restrict mixing groups
- Avoid personal contact, such as touching, hugs, high fives, etc.

Co-Curricular and Extra-Curricular Events

- Follow established District, SDHSAA, CDC, & DOH guidelines
- Locker rooms – students will be allowed to use Custer locker rooms at home events to change/shower for co-curricular or extra-curricular activities. However, lockers will not be used. Students will need to bring their gear (exception for football still working on planning for safe storage of equipment) each day and take it home following the school day or scheduled practice/competition. When traveling for co-curricular activities, participants will wear masks and travel-ready to play. No locker rooms will be available at the host site for visiting teams.
- Transportation – a bus/vehicle will be provided to transport student-athletes to competitions taking place at another school. The driver and all passengers will be required to wear a mask during transit. Parents/Guardians will be allowed to transport students to and from the event as long as the arrival time at the other school is in conjunction with the team transport. A transportation release form must be filled out, signed by a parent, and given to the coach/advisor prior to departure. Following an event, the advisor or coach should have verbal contact with the parent/guardian before the student leaves.

Communication Strategies to Students, Staff, Parents

- Educate staff and families about good hygiene, physical distancing, symptoms of Covid-19 and when to stay home due to illness
- Regular communication with parents, students, and staff

Immunizations

- Existing school immunization requirements should be maintained and not deferred because of the current pandemic
- It is vital that all children receive recommended vaccinations on time and get caught up if they are behind as a result of the pandemic
- In addition, although influenza vaccination is not required for school attendance, in the coming academic year, it is highly encouraged for all students
- The school district highly encourages the influenza vaccination for all staff members

Distance Learning

No child or adolescents will be excluded from school unless required in order to adhere to local public health mandates or because of unique medical needs. The District will work with students who have concerns with coming back to school OR existing medical conditions (or household family members that

may have existing medical conditions) that don't allow for a safe return to school in the fall. The following are the procedures for students/parents to apply for a Distance Learning when the school district is in Category 1 or Category 2:

Students have access to a learn at school or learn at home option. Students will not be able to switch back and forth between options. Students K-8 will commit to these options for 9-week grading periods. High school students must commit for a semester at a time.

Grades Jr K-4 will use Seesaw and grades 5-6 will use Google Classroom learning management software with support and instruction from a district employee through Custer and Hermosa Elementary Schools. Students will receive both virtual instruction via class meetings, one-on-one meetings and small group meetings. There will also be pre-recorded lessons and additional exercises, readings and activities may be assigned.

Grades 5-12 will use Google Classroom, Norther State Online Classrooms, Edgenuity and other available online resources. Not all classes that are available in person instruction in the schools will be available during homebound instruction. Their progress will be monitored by CSD employees, but their course content may be delivered via the software or a licensed teacher.

Category 2 Operations

Category 2 Operations incorporate all-facets of Category 1 operations with the following changes:

PPE Strategies

- Face Masks/Face Shield required for staff when students in the presence of students
- Face Masks required by students in grades PK-12
- Change the verbiage under Category 2 'PPE Strategies' of the Operational Plan to "require masks be worn by students and staff when social distancing is not viable"
- Change November 9th.
A student deemed a Close Contact from exposure by a staff member or student while his or her school is in Category One will be allowed to attend school with a mask. They will also have daily wellness checks at the school office. These conditions will be in effect for ten days from the exposure date established by the school nurses.

Category 2- Confirmed COVID-19 cases in school with traceable spread between students and staff -

- If CSD or one of its schools is in Category 2, the following will be in place for students identified as close contacts:
 - A student deemed "close contact" with another student or staff member, when both are wearing masks, will not be sent home. The student will be required to do a wellness check each

day at the office. When a student is deemed a “close contact,” his/her parents will be notified that their child was potentially exposed to Covid-19.

- Any student who was identified as a “close contact” before the building went to Category 2 is allowed to come back to school, but will need to check-in with the office staff and do a daily wellness test until the end of their ten (10) day quarantine period.

Gatherings

- Cancel or postpone field trips, assemblies, and other large gatherings if physical distancing cannot be achieved

Co-Curricular:

- Participation and fan attendance will be determined by SDHSAA guidelines based on local trends. See appendix.

Change November 9th.

- As long as a school is in Category 2, people attending extra-curricular activities will be required to adhere to the mask policy

Category 3 Operations

Category 3 Operations includes the closure of schools & activities and a move to remote learning for all students until threat of large-scale community transmission has been reduced and cases within communal settings like healthcare facilities & schools have subsided.

- Every teacher in grades junior kindergarten through 4th grade will have Seesaw set up for their classroom or course sections.
- Every teacher in grades 5 through 12 will have their course sections set up in Google Classroom.
- Every teacher in junior kindergarten through 4th grade will use Seesaw/TEAMS to communicate with students and parents.
- Every teacher in 5th through 12th grade will use email and Google Classroom to communicate with students and parents.

Positive (Confirmed by testing) Case in School, Regardless of Community Transmission

Case in a school:

The SD Department of Health (SD DoH) will notify the school. If the school becomes aware of a COVID-19 case before it is contacted by the SD DoH, the school will contact the SD DoH immediately. The school may be closed if a suspected case is confirmed positive within 72 hours. If 72 hours passes before the positive test result is confirmed, the school will not close. The District will allow the SD DoH to conduct

contact tracing and discover which close contacts of the case should be quarantined, isolated, and excluded from the school. This will also allow school personnel to conduct environmental cleaning.

Second COVID-19 case occurs in a school within 14 days of the first:

The District may choose to close the classroom, grade, or the building but not necessarily the entire District on the second positive test. Closing will be determined by working with the SD DoH.

If staff or a student within a school community tests positive for COVID-19, SD DOH and SD DOE will:

- Work with school officials to determine the level of exposure of other students and staff, depending on what level of close contacts the individual would likely have had. This will vary, for example, depending on the age of the student or the number of classes a teacher has.
- Recommend appropriate steps to take to accommodate cleaning, quarantine, etc., as necessary, depending on the level of exposure risk to the school community.
- If it is determined there will be school dismissals, activities within that building may/will be postponed and abiding by the policies and directives of the South Dakota State Activities Association and the South Dakota Department of Health.
- If it is determined there will be school dismissals, school facilities will be disinfected according to CDC and local public health official's guidance during the dismissal.

CSD Student Procedures and Protocols for Addressing COVID-19

When Custer County is in significant community transmission/spread, as calculated by the Department of Health (DOH) each week, the Custer School District will be following the screening symptoms checklist on the next page and briefly described below, which were created by the DOH.

- When Custer County is in significant spread, a child with any COVID-19 like symptom may/will be sent home for ten (10) days or until they can produce a negative COVID-19 test result or a note from a doctor approving their return to school.

Screening K12 Students/Staff for Symptoms of COVID-19



Students or Staff: Please complete this short check each morning before leaving for school. Students or staff who are sick should not attend school in-person.

Please check for the following **Symptoms**:

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

Please also check for any **Exposure**:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person infected with COVID-19*, or
- Live in or traveled to a county where the SD-DOH is reporting **substantial spread** of COVID-19 cases
 - Visit the SD-DOH website at:
<https://doh.sd.gov/news/Coronavirus.aspx#SD>
 - Check the level of community spread in the county where you live or plan to travel:
 - Use your cursor to hover over the county, or
 - Click on *Tables* to see the county list

ORANGE Symptom

Alone =
Exclusion for
COVID-19 not
necessary.
Follow
existing
school policy.

BLUE Exposure* + ORANGE Symptom =

- Any individual with both symptom(s) AND exposure should contact their medical provider to discuss testing.
- Exclude individual while awaiting test result.
- If untested, exclude until 10 days after symptom onset AND 24 hours without fever AND 24 hours after symptoms improved.
- When exclusion occurs due to living in or traveling to a county with substantial spread: a student or staff may return to school with a medical doctor's note if symptom(s) are due to an illness other than COVID-19.

*Close Contacts that become symptomatic must still meet the 14-day quarantine period and cannot be released early with testing or note from a medical provider.

Updated 09/08/20

Procedures and Protocols for A Positive COVID-19 Case Among Students:

Student/Family Responsibilities:

- If you have tested positive or have been confirmed to have COVID-19 or are living in a home with someone who has tested positive for COVID-19:
 - Do not attend school.
 - Notify your school of the positive test and your student's need to be absent.
 - Students who have tested positive for COVID-19 or who have not been tested but were directed to stay home from school may return to school under the following conditions (per CDC guidance):
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 10 days have passed since symptoms first appeared.
- **Presumed positive cases** may be determined by CSD staff using their best nursing judgment. The nurses will evaluate students' symptoms using the South Dakota Department of Health guidelines.
 - The protocols used with positive test cases will also apply to the cases deemed presumed positive. These include contact tracing, the ten-day quarantine, and related protocols.
 - Presumed positive cases will be considered immune from COVID-19 for 90 days (up for board review 10-17-2020)

Students who have been deemed "close contacts" will be out of school on quarantine for ten (10) days from time of contact. (CSD school board action 10-12-2020)

Principal Responsibilities:

- Notify School Nurse that you have a student who has tested positive for COVID-19. School Nurse will contact the SD DoH.
- In collaboration with School Nurse, assist Sd DoH with contact tracing and investigation to determine if the student contracted COVID-19 at school as needed.
- Communicate to staff, students, and parents of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).

District Responsibilities:

- School Nurse will contact SD DoH to notify them of student testing positive for COVID-19 and to determine an appropriate course of action based on the specific situation.
- In collaboration with building principal, will communicate with staff, students and parents of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).

- School Nurse, in collaboration with building principal, will assist SD DoH with contact tracing and investigation to determine if the student contracted COVID-19 in the school as needed

Attendance Considerations:

In the case of return to total online educating it has been suggested we continue in person with certain students such as but not limited to: students with IEP's, students of essential workers, and students who are most at risk for falling behind academically.

CSD Staff Procedures and Protocols for Addressing COVID-19

Procedures and Protocols

All CSD Staff have been deemed “essential personnel” by the CSD Board of Education (August 2020). In the event of a staff member being identified as “close contact,” they have the **option** to continue coming to work wearing a mask and doing wellness checks (temperature checks, etc.) twice per day **OR** doing the fourteen (14) day quarantine.

Options for Staff Who Have A Compromised Immune System or Other Health Factors That Make Them Susceptible To COVID-19

- For employees that do not feel like they can return to work due to having health factors that make them susceptible to COVID-19, being immuno-compromised, or due to concerns for their health, the District will follow current District policies, procedures, and protocols for requesting leave or ADA accommodations.
 - An employee who has a health condition that results in them being susceptible to COVID-19 would have the right to request a year leave of absence in accordance with the Negotiated Agreement.
 - An employee who has a health condition that results in them being susceptible to COVID-19 but chooses to return to work can engage the District in the ADA Accommodation process under the Americans with Disabilities Act to come up with reasonable accommodations to help them access their job.
 - An employee who has a health condition that results in them being susceptible to COVID-19 but chooses to return to work would also have access to the COVID-19 Leave allocated by the Federal Government under the Families First Coronavirus Response Act if they have a qualifying situation, as well as their sick leave, accumulated leave, personal leave or the sick leave bank if they exhaust their other leave and are a member of the bank.

Staff and Volunteer Self-Screening Procedures:

All employees, including substitutes, shall ask themselves the following questions daily before entering the school:

- Since your last day of work, or last visit to the school or District facility, have you had any of these symptoms that are not attributable to another condition?
 - Fever or Chills
 - Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is considered to have a temperature of 100.4° F or greater. (Fever may be at a lower temperature depending on the person)
 - Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Congestion or Runny Nose
- Nausea, Vomiting or Diarrhea
- Muscle or Body Aches
- Headache
- Sore throat
- New loss of taste or smell
- Are you ill, or caring for someone who is ill?
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and stay home. These employees may qualify for COVID-19 leave allocated under the Families First Coronavirus Act.
 - In the two weeks before you felt sick, did you:
 - Have contact with someone diagnosed with COVID-19?
 - Live in or visit a place where COVID-19 is spreading?
 - Employees answering yes to either of these questions may qualify for COVID-19 leave allocated under the Families First Coronavirus Act to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such advice.
- If the answer is YES to any of these questions:
 - Do not report to work or enter the school or District facility.
 - Contact your immediate supervisor.
 - Contact your healthcare provider.
 - If you are able to manage your symptoms at home, you may return to work when the following are true:
 - Your medical provider has determined a different illness than COVID-19 and cleared you to return, or
 - At least ten days from first clinical diagnosis symptom and at least 72 hours fever free without fever-reducing medication and when symptoms are improving.

Procedures and Protocols for A Confirmed COVID-19 Case Among Staff:

Employee Responsibilities:

- If you have tested positive or have been confirmed to have COVID-19:
 - Do not report to work or enter any school or District facilities.
 - Notify your immediate supervisor of the positive test and your need to take leave.
 - If using COVID-19 Leave, provide the following documentation to Superintendents Office by completing the COVID-19 Paid Sick Leave Form.
 - Your name;
 - The date(s) for which you request leave;
 - The reason for leave
 - A statement that you are unable to work because of one of the above reasons.

- Employees who have tested positive for COVID-19 or who have not been tested but were directed to care for themselves at home may return to work under the following conditions per CDC guidance:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 10 days have passed since symptoms first appeared.

Supervisor/Principal Responsibilities:

- Notify School Nurse that you have an employee who has tested positive for COVID-19.
- Assist the employee in completing steps to access COVID-19 leave, including providing the superintendent’s office with the necessary documentation.
- Assist School Nurse and SD DoH with contact tracing and investigation to determine if the employee contracted COVID-19 in the workplace as needed.
- Assist District with communication to staff, students, and parents, as applicable, of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).

District Responsibilities:

- School Nurse will contact SD Dept of Health to notify them of employee testing positive for COVID-19 and to determine an appropriate course of action based on the specific situation.
- District staff, in collaboration with building principal/supervisor, will communicate with staff, students and parents, as applicable, of the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).
- School Nurse in collaboration with Supervisor/Principal, will assist SD DoH with contact tracing and investigation to determine if the employee contracted COVID-19 in the workplace as needed
- HR will assist the employee in completing steps to access COVID-19 leave if eligible.
- HR will collect necessary documentation as required under the Families First Coronavirus Response Act.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



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