

# **COVID-19 FAQs**

## **1. Does everyone have to wear some sort of face covering?**

Yes. Staff, students, and visitors must wear a face mask or shield whenever around other people or in spaces where people congregate (restrooms, hallways, etc). Unless you are alone in your own office or dedicated space without anyone else in the room, you are to wear a face covering. The only exception would be for those who have had a medical exception that was approved by District Administration.

## **2. Can I travel out of state and come back to work immediately?**

Maybe. You must report all non-essential travel itineraries to your supervisor. You must also report whether you have any basis to believe that you have been exposed. You may be required to use vacation, personal leave, and sick leave if you are restricted from work due to possible exposure. You **MUST** report international travel and self-isolate for 14 days upon returning from abroad, however.

\*Non-essential travel is defined as: traveling to any location outside of a fifty (50) mile radius of the District or attending a gathering of more than ten (10) people regardless of the location

## **3. I have a trip planned for later in the year. Will I have to self-isolate for 14 days upon my return?**

If the trip is abroad, a 14 day isolation is required. If within the United States, you only need to isolate if you feel you were exposed.

## **4. What if I need to stay at home with my young child because school or daycare is closed?**

You may be eligible to take two weeks off of work to care for the child, plus potentially 10 additional weeks due to the temporary expansion of the Family and Medical Leave Act (FMLA). You will be required to provide a letter from the daycare provider stating they are no longer taking in your child and a form indicating you are requesting this leave. If you have already exhausted your 60 days of FMLA in the past year, you will not be eligible for the additional 10 weeks of FMLA leave.

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### **5. Will I be paid fully if I have to stay at home with my young child due to a school or daycare closure?**

No. Pursuant to Federal regulation, you will be compensated at  $\frac{2}{3}$  your regular pay (\$200 daily max). The remaining  $\frac{1}{3}$  (or dollar equivalent) will be supplemented by your personal and/or vacation leaves. After your leaves are exhausted, the remaining portion of your days will be unpaid.

### **6. What are these two weeks of extra paid sick leave that are referenced in the Families First Corona Response Act (FFCRA)?**

You may be eligible for a one-time usage of two weeks of sick leave that is not deducted from your personal sick bank. These reasons include the following:

- A. A federal, state, or local quarantine or isolation order related to COVID-19.
- B. You have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- C. You are experiencing symptoms of COVID-19 and you are seeking a medical diagnosis.
- D. You are caring for an individual who is subject to a isolation order or the individual has been advised to self-quarantine.
- E. You are caring for your son or daughter whose school or daycare has closed due to COVID-19.
- F. You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Department of Labor.

You will be required to furnish proof of the need for these two weeks of leave. Please reach out to your supervisor and Dr. Nora Ryan, HR Director for more information.

### **7. Will I be paid for these two weeks of additional sick leave available through the FFCRA?**

That depends. For reasons A-C, eligible employees will receive 100% of their regular pay, with a daily cap of \$511. For reasons D-F, eligible employees will receive  $\frac{2}{3}$  their regular pay with a daily cap of \$200. Eligible employees are required to utilize appropriate paid leave (or go unpaid, if no paid leave is available) for the remaining  $\frac{1}{3}$  or dollar equivalent that gets them to 100% of their regular pay.

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### **8. What if I need more time off to care for my child who is home due to a school or daycare closure?**

Please refer to #3.

### **9. What if my doctor says I need to stay home because I am at a “higher risk” of contracting COVID-19?**

If we have medical documentation stating that you should self-isolate, you are eligible to receive two weeks of paid leave. This leave is not deducted from your sick bank. If you need more than two weeks of leave, you will be eligible to use appropriate paid time off, such as sick leave.

### **10. What if I need more than 2 weeks off of work?**

Please reach out to Dr. Nora Ryan in Human Resources to discuss other leave options available to you.

### **11. If I have to self-isolate, am I eligible to work from home and not use any leaves?**

Maybe. It will depend on your responsibilities. You and your supervisor will determine the details of your leave. For those employees who are determined eligible to work from home, you are expected to continue to complete the tasks assigned to you by your supervisors. If you are unable to fulfill the duties of your job, you will need to take appropriate leave available to you.

### **12. I think I was exposed to someone with COVID-19. Do I report to work?**

Determine if you are considered a close contact. A close contact is someone who was closer than 6 feet for greater than 15 minutes to a person positive with COVID-19. If you are **not** a close contact, you may come to work and perform a self-health screen (temperature check and symptom check) prior to coming to work. Also, wear a face covering, maintain social distance of 6 feet, and if you become symptomatic, stay home and call your provider for guidance. If you **are** a close contact, stay home, call your provider for guidance, get tested if advised, and isolate for 14 days from the last day you were exposed to the positive contact.

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### **13. I was exposed to someone who is positive for COVID-19. Do I report to work?**

Determine if you are considered a close contact. A close contact is someone who was closer than 6 feet for greater than 15 minutes to a person positive with COVID-19. If you are **not** a close contact, you may come to work and perform a self health screen (temperature check and symptom check) prior to coming to work. Also, wear a face covering, maintain social distance of 6 feet, and if you become symptomatic, stay home and call your provider for guidance. If you **are** a close contact, stay home, call your provider for guidance, get tested if advised, and isolate for 14 days from the last day you were exposed to the positive contact.

### **14. I was around someone who later tested positive for COVID-19. Do I report to work?**

Determine if you are considered a close contact. A close contact is someone who was closer than 6 feet for greater than 15 minutes to a person positive with COVID-19. If you are **not** a close contact, you may come to work and perform a self health screen (temperature and symptom check) prior to coming to work. Also, wear a face covering, maintain a social distance of 6 feet, and if you become symptomatic, stay home. Being “symptomatic” includes having any of the high risk symptoms, which are: new cough, shortness of breath, new loss of taste or smell; OR two or more low-risk symptoms, which include: headache, muscle/body ache, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea, or fever greater than 100.4 degrees.

Determine how long it was since you were with the positive case. If you are a close contact and were last with the positive person 48 hours before they were symptomatic, stay home for 14 days from the last day you were exposed to the positive case. Call your provider for guidance. If no symptoms, they may tell you to isolate for 14 days. If symptoms occur, call your provider for further guidance. You may be advised to test.

### **15. I was around someone who had symptoms. Do I report to work?**

Yes, come to work and self-screen (temperature check and symptom check) prior to your work day, wear a face covering, and maintain a social distance of 6 feet. Clean your work area after use. If you become symptomatic, stay home and consult your provider. Being “symptomatic” includes having any of the high risk symptoms, which are: new cough, shortness of breath, new loss of taste or smell; OR two or more low-risk symptoms, which include: headache, muscle/body ache, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea, or fever greater than 100.4 degrees. If the person with symptoms you were around tests positive, then you must isolate for 14 days from the last day you were exposed to the contact.

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## **Additional Resources:**

- MCSD [COVID-19 Pandemic Resolution](#)
- Department of Labor's [FFCRA FAQs](#)
- Department of Labor's [FFCRA Poster](#)
- [MCSD Employee Resource Guide](#)