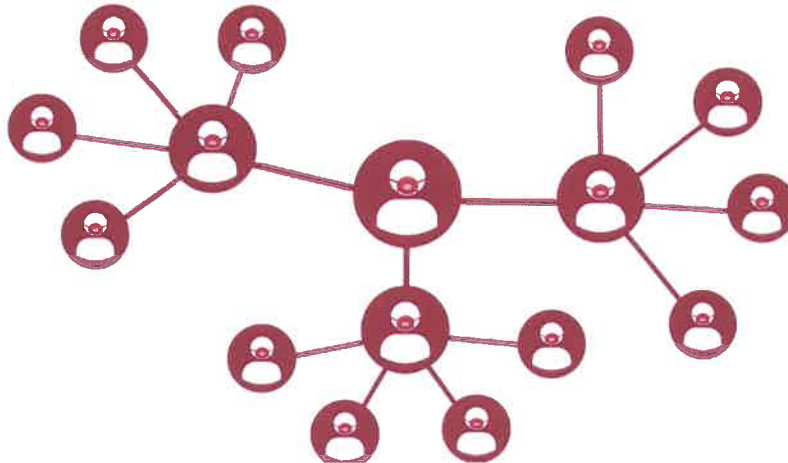


## Response to Infection

If any BISD employee (or any household family member) is infected or suspected of being infected with the COVID-19 virus, the employee shall immediately notify their supervisor who will notify the Director of Administrative Operations. If any employee does not feel comfortable discussing any contact disclosure with their supervisor, they should contact Dr. Michael Coopersmith, the Director of Administrative Operations directly.

- The BISD Executive Cabinet Team, Director of Administrative Operations, and Director of Maintenance shall take appropriate actions to sanitize all potentially infected sites to prevent the spread of infection, identify the potentially impacted personnel and/or students and notify them of measures necessary to prevent the potential spread resulting from exposure to the virus.
- It is required that any BISD employee medically confirmed to be infected with the COVID-19 virus stay at home until all three criteria below have been met:
  - At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - The individual has improvement in symptoms (e.g. cough, shortness of breath); and
  - At least ten (10) days have passed since the symptoms first appeared.
- It is required the BISD employees suspected of being infected notify their supervisor to receive district clearance for mandatory stay-at-home orders pending the outcome of medical testing for detection of the COVID-19 virus.
- Any employee who is quarantined pursuant to these guidelines must obtain clearance from their supervisor prior to returning to work.



Absences &

Leave

## Policies for Staff

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### PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

All BISD team members are asked to pay attention to their own health management and behaviors to be personally protective and limit the risks posed to others. It is impermissible to act negatively toward any employee who is actually (or is suspected of being) infected with COVID-19 or whose family members are infected or suspected. It is very likely that this situation will impact all of us in some form. We need to assure that we work together to meet the challenge successfully as a team.

STAFF ATTENDANCE & TRADITIONAL PAID LEAVE DAYS:

BISD employees are expected to be onsite to fulfil their roles on all days that they and their families are healthy. BISD employees will receive the traditional 5 state paid leave days and 5 local paid leave days for the 2020-2021 school year.

**PAID LEAVE DUE TO COVID-19** (This is federally sponsored and may expire prior to the conclusion of the school year.)

Any Bellville ISD employee who has the need to request leave due to their own health or the health of an individual they provide direct care for should contact Kim Spacek in the BISD Payroll and Accounts Payable Department. Ms. Spacek will, in turn, review the specific employee's case to determine all forms of leave applicable to assist the employee. Additional information regarding the Families First Coronavirus Response Act can be reviewed at:

<https://www.dol.gov/agencies/whd/pandemic/ffcr-employee-paid-leave>

### **Emergency Paid Sick Leave (EPSL)**

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay up to \$500/day where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis;

**OR**

- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor;

**AND**

### **Expanded Family & Medical Leave Act**

- 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.

### **MEDICAL CERTIFICATION REQUIREMENTS**

To access EPSL, the employee must provide documentation of a health care provider's advice to self-quarantine. Eligibility under the Expanded Family and Medical Leave Act requires medical certification for all types of leave related to compromised health conditions and precautionary absences, confirmed cases of the COVID-19 virus in employees and or immediate family members in employees care and or claims of association with positive cases constituting the need for qualifying leave to be issued. All questions regarding reports of concern related to COVID-19 should be directed to Dr. Michael Coopersmith, Director of Administrative Operations. All questions regarding qualification for applicable leave and associated documentation should be directed to Kim Spacek, Payroll and Benefits Coordinator.

## **Remote Work & Pay While Idle Provisions for Staff**

### **PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19**

LINK: [TABLE OF CONTENT](#)

The health and well being of our staff, students, and families relies on all individuals making responsible decisions regarding their health and presence on-site. The position of our staff to be exposed to the virus through contact with multiple students onsite each day may require employees to self-quarantine and be absent from work as a result of the nature and risks of their jobs.

To the extent financially responsible, BISS has put the following provisions in place to protect our employees from having their pay negatively affected by conditions resulting from COVID-19.

**REMOTE WORK ELIGIBILITY AND REQUIREMENTS:**

Eligibility for remote work is highly dependent upon the nature of an employee's roles and responsibilities. Remote work eligibility and responsibilities will be determined by each employee's direct supervisor. Below are general provisions to support an overall understanding of remote work as it applies in Bellville ISD for the duration of the 2020-2021 school year or until concerns regarding the spread and contraction of COVID-19 subside. Employees who are eligible and able to complete remote work responsibilities are eligible for standard pay.

**Administrations/Office Personnel:**

An administrator or office personnel who are directed to self-quarantine due to exposure or contraction of COVID-19 may be approved to work remotely if the nature of their responsibilities can be effectively completed off-site and if the individual is in well enough health to complete all required tasks.

Remote work may include:

- Submission of completed documents
- Participation in scheduled meetings remotely
- Availability for contact and consultation within the workday hours
- Replying to and communicating with internal and external stakeholders via phone or email

**Teachers/Instructional Paraprofessionals:**

Teachers and instructional paraprofessional who design and deliver elementary enrichment instruction who are directed to self-quarantine due to exposure or contraction of COVID-19 may be approved to work remotely if the nature of their responsibilities can be effectively completed off-site and if the individual is in well enough health to complete all required tasks.

Remote work may include:

- Development and submission of on-site lesson plans and curriculum content
- Live synchronous instruction with students throughout the instructional day via Zoom or Google Meet
- Hosting scheduled live instructional sessions with remote students
- Participation in scheduled meetings remotely
- Availability for contact and consultation within the workday hours
- Replying to and communicating with internal and external stakeholders via phone or email

**PAY WHILE IDLE:**

Due to the nature of certain roles, there are not applicable ways for work to be completed remotely. Those in positions that are student-oriented such as in-class support or food-service, or positions that require physical work onsite such as custodial services and maintenance are not eligible to be completed remotely.

Employees who are required to remain off site due to COVID-19 related concerns but are not eligible to work remotely should first utilize the 10 days of fully-paid leave available under the Federal Emergency Sick Leave Act. This can be done by contacting Kim Spacek, Payroll and Benefits Coordinator. Once these 10 days have been exhausted, individuals

may be eligible for pay while idle so long as their health condition remains precautionary and requirements to quarantine have been district directed and approved.

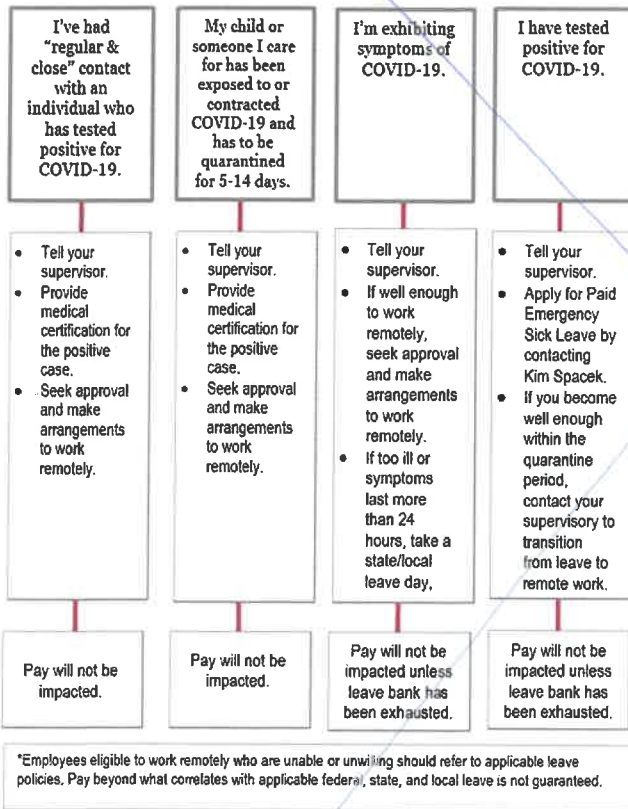
ANY INDIVIDUAL WHO IS SICK SHOULD UTILIZE APPROPRIATE FEDERAL, STATE, & LOCAL SICK LEAVE DAYS.

# Attendance, Leave, & Pay Flow Chart

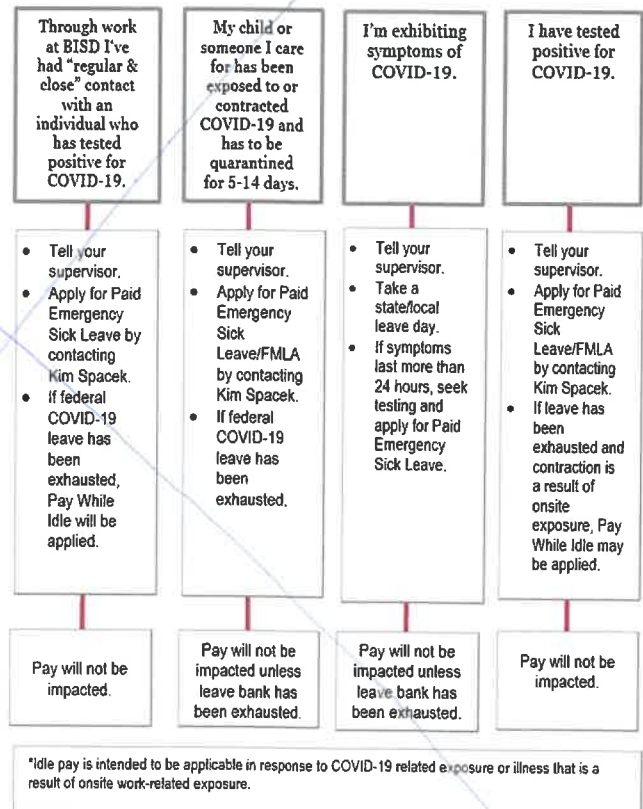
PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19



## Employee Eligible for Remote Work



## Employee Eligible for Pay While Idle



>>> Remote Work and Pay While Idle eligibility is dependent upon what has been district directed and approved.

>>> Any "regular and close" contact should be reported to your direct supervisor.

>>> Quarantine and leave requirements are applicable when "regular and close" contact with an infected individual occurred **while not wearing a cloth face covering**.

>>> Dependent upon the nature of the exposure, individuals who were wearing a cloth face covering at the time of their interaction with an infected individual may not be subjected to quarantine requirements.

>>> NOTE: THE PROVISION OF FEDERALLY PROVIDED COVID LEAVE EXPIRED ON DECEMBER 31, 2020.

LINK: [TABLE OF CONTENT](#)

# Daily Operations for Staff

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## PROTOCOLS & OPERATIONAL GUIDELINES IN RESPONSE TO COVID-19

### STAFF ON-SITE EXPECTATIONS

Success of all in the 2020-2021 school year highly depends on the continued commitment and elevated levels of flexibility from all BISD team members. Due to adjustments in arrangements for transportation, food service, student transition, and health screening protocols, the workday hours and assigned duties and responsibilities may be different than what has been traditionally expected.

### ARRIVAL & DISMISSAL

BISD campuses will receive students who ride the first bus route at 7:15am. Additionally, students who depart from school on the bus may not leave campus until as late as 4:15pm. Staff work day will be adjusted to accommodate earlier arrival and later dismissal of students in order to allow for greater distancing between students. Outside of individual campus adjustments staff should expect their day to align with the information outlined below:

- Staff may drop off their own personal children at other campuses beginning at 7:15am with first bus drop off.
- Staff should expect to be onsite in their classrooms to receive students upon arrival at 7:30am.
- Dismissal duties may be assigned in teams for later afternoon dismissal responsibilities until all buses have departed from campuses.

Additionally, teachers should expect that some students may arrive 10-15 minutes late to the first instructional hour of the day due to late bus arrival and the need to accommodate breakfast prior to reporting to class. Some students may also need to be released 10-15 minutes prior to the conclusion of the last instructional hour in order to accommodate an early bus route for dismissal in the afternoon.

### DUTY-FREE LUNCH BREAK

Teaching staff will have a 30 minute duty-free lunch period each day in accordance with campus lunch schedules.

### DAILY CONFERENCE PERIODS

In the next section entitled, Instructional Expectations for Staff, you will see the roles and responsibilities teachers will be asked to fulfill in order for BISD to support learners onsite and online. We realize this is a large expectation. Prior to the onset of COVID-19, BISD had designed instructional schedules for the 2020-2021 school year to accommodate:

- Two 45 minute conference periods for all PK-5 teachers each day; and
- One 90 minute conference period for all 6-12 teachers each day.

The additional time outlined above will be reserved for staff to: