

# Employee Handbook COVID-19 Supplement 2020 - 2021 Belmond-Klemme Community School District

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## Wright County Decision

Belmond-Klemme Community School District is working directly and extensively with Wright County Public Health, Iowa Specialty Hospitals and Clinics, and the two other Wright County public schools during this COVID-19 Pandemic. We are proceeding according to the recommendations at this time of the experts and based upon the science of the virus outbreak.

## Handbook Subject to Change

Our world—under the conditions of the COVID-19 Pandemic—can change very rapidly. Because of this, the district must maintain flexibility as public health guidance changes.

Considering the COVID-19 Pandemic, the administration retains the authority to make changes to this handbook and its COVID-19 supplement as needed.

## Daily Symptom Screening

All staff are asked to screen themselves daily before school for symptoms of COVID-19, including temperature checks. Common symptoms of COVID-19 include

- 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

Symptoms may appear 2-14 days after exposure to the virus.

Any staff member with a fever of 100.4 degrees or greater or symptoms of possible COVID-19 virus infection must not be present in school.

All faculty and staff are asked to report to the office upon entering school daily for temperature checks and symptom screening.

## Communicable Diseases – Employees

*Employees who are ill are encouraged to stay home.*

Any staff member with a fever of 100.4 degrees or greater or symptoms of possible COVID-19 virus infection must not be present in school.

Employees with a higher risk of developing a severe illness from COVID-19 or have an immediate family member who has a higher risk of developing a severe illness from COVID-19 and requesting an accommodation should contact their principal or immediate supervisor.

## Personal Illness (Sick) Leave

Personal illness leave ensures that employees can take care of health needs. Employees who are ill are encouraged to stay home.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness or family member's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will

comply with appropriate policies and procedures on employee leave.

### **Temporary Leave (Available Until December 31, 2020)**

#### **Emergency Paid Sick Leave**

Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined in accordance with a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at 2/3 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 in accordance with a 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.

Eligible employees may request emergency paid sick leave by completing the appropriate form.

#### **Expanded Family Medical Leave**

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at 2/3 the employee's regular rate of pay when the 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.

Eligible employees may request expanded family medical leave by completing the appropriate form.

#### **Testing for the Virus**

Staff can get tested for COVID-19 at Iowa Specialty Hospital (ISH) and limited quantities of testing are available within the school, if an employee is experiencing symptoms as indicated by the federal Centers for Disease Control and Prevention (CDC) or has been in contact with someone who has a lab-confirmed case of COVID-19.

For those who do not meet the testing guidelines for ISH testing, other testing options are available through Test Iowa.

#### **Contact Tracing**

Belmond-Klemme, working with Wright County Public Health and other community experts, will put in place contact tracing to help identify and resolve possible exposure. Contact tracing, as described by the CDC, involves the identification, monitoring, and support of people who have been exposed to an individual infected with COVID-19. Contact tracing helps reduce the spread of disease by separating people who have been exposed to the disease from people who have not.

#### **Emergency Closings, Inclement Weather and Other Interruptions**

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/television station

- KLSS/FM 106.1 Mason City
- KLMJ/FM 104.9 Hampton
- KIOU/FM 107.3 Forest City

to broadcast a school closing announcement.

In the event school facilities are closed due to COVID-19 concerns, employees will follow the procedures identified in the district's Return-to-Learn plan.

## Work Day

An “online learning platform” means *Zoom*, *Google Classroom*, or any other web application used to conduct virtual learning.

Employees are to be in their assigned building or online learning platform during the work day. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever the employees must leave the school building or be absent from the online learning platform during the work day.

## Dress and Grooming – Wearing of Face Coverings

All staff—and all adults present in our school buildings—are required to wear face coverings anywhere inside our buildings, including classrooms and offices, and anywhere physical distancing is not possible.

Any staff member using district transportation must have on a masks when more than a single person is present in the vehicle.

The COVID-19 virus is primarily transmitted by respiratory droplets, and our best protective measure around other people is a face covering or mask.

Five washable and reusable masks are available for every employee. Top quality face shields are also available for every staff member. The shield is not required but will be an option. Staff have the option to choose to wear either a mask or a face shield or both. Face shields will be very important to our young students, our special education students, and our English language learners.

All staff are strongly encouraged to wear masks in public. We model behaviors for our entire community. Being masked in public also speaks well of our school system. We ask everyone to please show you care by wearing face coverings in stores, restaurants, and anywhere people gather. Face coverings should cover your mouth and nose.

## Physical Distancing among Adults

Adults and adult staff within schools should attempt to maintain a distance of six feet from other persons as much as possible, particularly around other adult staff.

Meetings and curriculum planning should take place virtually if possible. Faculty and staff are discouraged from congregating in shared spaces, such as staff lounge areas and staff lunch room.

## Hand Washing

Teachers shall teach and reinforce washing hands with soap and water for at least 20 seconds following CDC guidance on when and how to wash hands. If soap and water are not readily available, teachers should teach and reinforce use of a hand sanitizer that contains at least 60% alcohol (if applicable or age appropriate) using CDC guidance.

Guidance from the CDC is available on the following web page:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

## Parent-teacher Conferences

Due to the COVID-19 Pandemic and the greater dangers of adult-to-adult transmission, the district will limit parent-teacher conferences to telephonic or virtual conferences for the 2020-21 school year.

## Visitors/Guests

Visitors will also be required to follow district rules on health and safety as well as social distancing and other public health guidelines.

## Volunteers

Due to the COVID-19 Pandemic and the greater dangers of adult-to-adult transmission, the district will strictly limit the use of volunteers for the 2020-21 school year.

## Field Trips

Due to the COVID-19 Pandemic, the district will strictly limit the use of field trips for the 2020-21 school year.

**Travel Outside the District**

Requests for work-related travel outside of the state will be denied in most cases unless a compelling reason exists for out-of-state-travel.

**Employee Evaluations**

If the COVID-19 Pandemic makes meeting in person impractical or unrealistic, a job performance review may be completed virtually by phone or video. The principal or immediate supervisor shall take proper precautions to ensure the employee's record is kept confidential.

**Transfers**

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district.

In considering the needs of the district, the board may consider the ability to accommodate employees most vulnerable to COVID-19.

**School Fees**

Students cannot be charged a fee for masks, face shields, or other personal protective equipment.