

**AGENDA**

**SCHOOL DISTRICT OF NEW GLARUS  
HANDBOOK/PERSONNEL COMMITTEE MEETING**

**MONDAY, JANUARY 11, 2021**

**HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183 JOIN ZOOM MEETING USING  
LINK**

**HTTPS://US02WEB.ZOOM.US/J/85331138649?PWD=OUTYBTVBT242ULHRCWLN  
WNH2UTZUQT09 OR BY PHONE USING 1-646-568-7788 MEETING ID 853 3113**

**8649 & PASSWORD 199961**

**1701 2ND STREET**

**NEW GLARUS, WISCONSIN 53574**

**6:45 PM**

- I. Call to Order - Larry Stuessy, Chair
- II. Employee Handbook Covid-19 Supplement - FFCRA Leave

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# **SCHOOL DISTRICT OF NEW GLARUS**

## **EMPLOYEE HANDBOOK – COVID-19 SUPPLEMENT**

**AUGUST 1, 2020 –  
AMENDED JANUARY 11, 2021**



The following workplace protocols will be in effect during the COVID-19 Pandemic. These mandatory protocols are designed to mitigate your exposure to COVID-19 in the workplace but will not necessarily prevent you from contracting the disease. The protocols may be amended at the discretion of the District Administrator as COVID-19 guidance and recommendations continue to evolve and/or circumstances dictate.

## **HEALTH AND SAFETY PRECAUTIONS**

Staff are requested to monitor themselves prior to the start of school each day and continually throughout the day for COVID-19 symptoms. Staff will be denied entrance to school property if they report any of the listed symptoms.

- Headache
- Fever
- Cough or sneezing
- Sore throat
- Diarrhea
- Loss of taste or smell

Masks are required for all staff. Some staff may be allowed to use “Badger Shield +” face shields with administration approval. Other personal protective equipment (PPE) may be required as directed by the district and/or their direct supervisor.

## **COVID-19 RELATED LEAVE PROVISIONS**

### **A. Quarantine**

- Staff that test positive for COVID-19 will be denied re-admittance until cleared to return by a medical professional.
- Staff that are identified as having direct contact with a person that tested positive for COVID-19 will be directed to quarantine for 14 days.
- If you are quarantined by the county health department and are not demonstrating COVID-19 symptoms, you may be able to work from home. Staff will work with their supervisor and the Director of Human Resources to discuss their situation and remote work options. Work completed remotely will not require the use of paid time off and will be paid at the regular pay rate.

### **B. Work Related Quarantines**

- Staff who are required to quarantine due to a school-related exposure to COVID-19 and not demonstrating symptoms may be able to work from home. Staff will work with their supervisor and the Director of Human Resources to discuss their situation and remote work options. Work completed remotely will not require the use of paid time off and will be paid at the regular pay rate.

### **C. Families First Coronavirus Response Act (FFCRA)**

- Provisions apply thru 12/31/2020
- Qualifying reasons for leave related to COVID-19 if the employee is unable to work, including unable to work virtually. Employee:
  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)
  5. is caring for their child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19
  6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services
- Paid Leave Under FFCRA:
 

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave at their regular pay at:

    - 100% for qualifying reasons #1-3 above, up to \$511 daily and \$5110 total
    - 2/3 for qualifying reasons #4 and #6 above, up to \$200 daily and \$2000 total

Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 above for up to \$200 daily and \$12,000 total.

The leave amounts are not cumulative (i.e., if you took two weeks of FFCRA for reasons #1-3 at 100% pay, then you would have 10 weeks remaining for reason #5).
  - Regular FMLA leave interaction with FFCRA.
 

The FFCRA's 12 weeks of COVID-19 FMLA leave is not in addition to the FMLA's standard entitlement of 12 weeks' leave in a 12-month period. For example, an employee who has already taken 10 weeks of FMLA leave in the past 12 months can take only two weeks of emergency COVID-19 leave under the expanded FMLA. As well, COVID-19 leave counts against FMLA's limit.

#### D. At-Risk Employees and accommodations

Employees who are identified by federal, state or local health agencies as being at-risk for COVID-19 may request adjustments or accommodations to their work based on a condition identified by a medical professional. As of July 2020, the following conditions are recognized as being at high-risk:

- Older age – generally considered over age 65
- Chronic Kidney Disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state from solid organ transplant
- Obesity (BMI of 30 or higher)
- Serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle Cell Disease
- Type 2 Diabetes

### **JOB DUTIES / WORK EXPECTATIONS**

In times of emergency, we all need to remain flexible to get the work done. Employees may be assigned work that is outside their normal duties. We are utilizing the staff that we have to do the work that is available and needed to best serve our students and our community at this time.

### **Addendum to the Families Coronavirus Response Act (FFCRA) after December 31, 2020**

Although the required federal FFCRA has expired, the school district is opting to extend the FFCRA provisions through March 31, 2021 with the following clarifications.

- The limits on the FFCRA benefits are an extension, not in addition.
- All regular employees are qualified.
- Appropriate documentation from the health department must be given to Human Resources.
- If you are officially quarantined and out of the FFCRA sick leave benefits, you may use any of your accrued time off.
- The district reserves the right to modify this extension at any time.

### III. Adjourn

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLED PERSON TO BE ABLE TO ATTEND THIS MEETING.