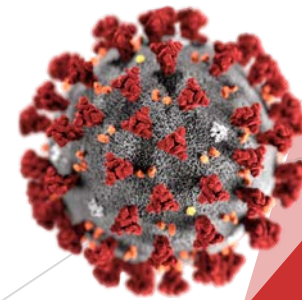




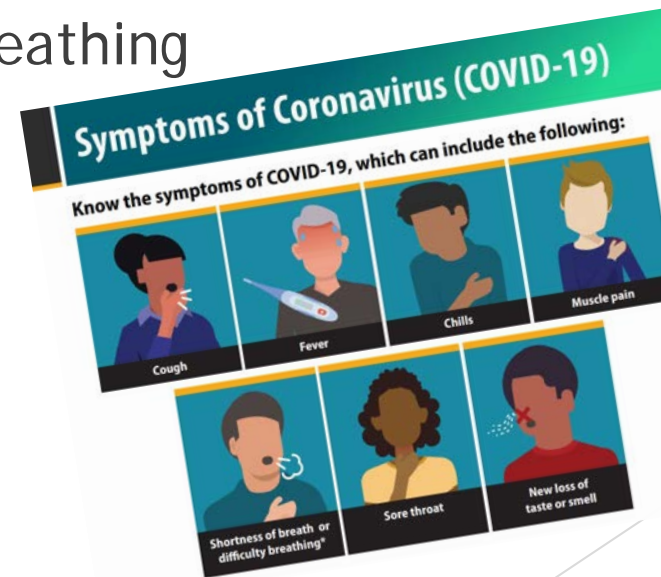
Liberty Union High School District

COVID-19 Guidelines



Daily Wellness Checks

- ▶ Prior to each day of work/school, employees are required to self assess for symptoms of COVID-19. Symptoms include:
 - ▶ Fever of 100.4 degrees Fahrenheit or higher
 - ▶ 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, or diarrhea



Employee Should Stay Home If...



- ▶ Answer YES to any of the self-screening questions.
- ▶ Have come in close contact with someone with COVID-19.
 - ▶ (CDC defines close contact as anyone who has been within 6ft of an infected individual for a cumulative time of 15 minutes, 2 days before illness onset).
- ▶ If feeling ill.
- ▶ If you have tested positive for COVID-19

If Employee Experiences Symptoms at work...

- ▶ Immediately let supervisor know and go home. Call primary care provider. If COVID-19 is ruled out by primary care provider or negative test result, can return 24 hours after symptoms resolve.

Employee Reporting

- ▶ All employees whether working from home or at a site must report the following to **Denise Rugani** - ruganid@luhsd.net or 925-634-2166 x 2045:
 - ▶ **COVID-19 symptoms:** If you are experiencing any of the identified symptoms of COVID-19.
 - ▶ **Possible COVID-19 exposure:** If you have been exposed or possibly exposed to an individual who is positive for, or has been diagnosed with COVID-19.
 - ▶ **Test Positive for COVID-19:** If you test positive.
 - ▶ **Possible COVID-19 situation at the workplace:** If any employee becomes aware of a possible situation(s) in the workplace that could increase the likelihood of exposure to COVID-19.
- ▶ **** If Denise does not connect with you within 12 hours please report to your immediate supervisor.**





Steps to Take if you have ANY ^(1 or More) COVID Symptoms/Exposure or Test Positive



From HOME - DO NOT REPORT TO WORK!

IMMEDIATELY complete the following steps:

STEP 1: Communicate with HR Denise Rugani
ruganid@luhsd.net or 925-634-2166 ext. 2045

Leave your First & Last Name and your best contact number. Expect a call within 24 hours.

STEP 2: Update Frontline.

STEP 3: Quarantine at home, schedule COVID Test and contact your healthcare provider.

STEP 4: Stay in contact with HR.

While at WORK - Make arrangements to leave.

IMMEDIATELY complete the following steps:

STEP 1: Contact your supervisor, via. text, email or voicemail and let them know you are leaving.

STEP 2: Communicate with HR Denise Rugani
ruganid@luhsd.net or 925-634-2166 ext. 2045

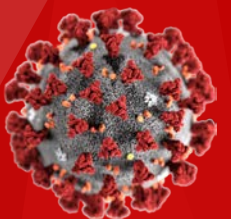
Leave your First & Last Name and your best contact number. Expect a call within 24 hours.

STEP 4: Quarantine at home, schedule COVID Test and contact your healthcare provider.

STEP 5: Stay in contact with HR.

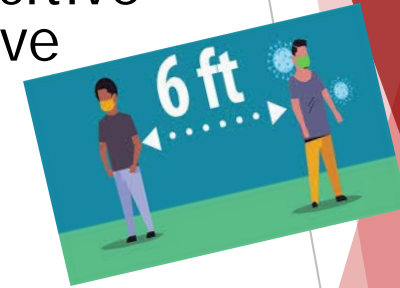


Contact HR Denise Rugani with any questions or concerns
ruganid@luhsd.net or 925-634-2166 ext. 2045



After Consultation with HR, if Employee is:

- ▶ **A Close Contact:** Employee has been within 6ft of an individual with or without a face covering for more than 15 minutes cumulative in any 24 hour period.
 - ▶ Employee must quarantine at home for 10 days after last known day of close contact with an individual who is positive for COVID-19. Testing is highly recommended. A negative test does NOT release one from quarantine.
- ▶ **Positive for COVID-19:** Employee must isolate at home:
 - ▶ With symptoms: May return after 10 days have passed since start of symptoms, as long as symptoms are improving and there is no fever for 24 hours (without fever-reducing medication).
 - ▶ Without symptoms: May return after 10 days have passed since the date of positive COVID-19 test. If symptoms develop during isolation period, may return 10 days after test if symptoms are improving and no fever for 24 hours (without fever-reducing medication).



HR Steps After Contact From Employee:

- ▶ HR speaks with each employee personally and asks questions regarding symptoms, date of testing and contacts.
- ▶ HR will complete the following notification steps:
 - ▶ HR will personally notify all potential employee contacts and follow-up with a letter.
 - ▶ HR will send a letter to all employees working on the site(s) where the individual who tested positive works.
 - ▶ HR will also report to various agencies including County Health Services.
- ▶ Notification regarding any student who tests positive will come from site COVID-19 liaisons through District Nurse.
 - ▶ Notification process is the same as above.



COVID-19 Prevention: Face Coverings

- ▶ Employees will wear face coverings (covering nose and mouth) when:
 - ▶ Indoors;
 - ▶ On buses; in warehouse; in bus barn;
 - ▶ Entering classrooms or offices;
 - ▶ When outdoors and less than six feet away from another person.
- ▶ The following are exceptions to face covering requirement:
 - ▶ When employee is alone in their room/office;
 - ▶ While eating and drinking at workplace - provided employees are at least 6 feet apart and outside. If indoors, has maximized outdoor air supply to the forced extent possible and all remain 6 feet apart.



COVID-19 Prevention: Physical Distancing

- ▶ Employees are expected whenever practical to be physically distanced at least six (6ft) feet from other individuals.
- ▶ The district has installed plexi-glass barriers around work stations and teacher desks as well as dividers in other areas, where physical distancing is difficult.
- ▶ Para professionals moving from classroom to classroom will be provided personal portable barriers.
- ▶ Employees working with students who are unable to wear face coverings will be provided face coverings, shields, gowns and gloves as well as N95 masks where appropriate.
- ▶ Signs and floor decals have been posted and placed in key areas.



COVID-19 Prevention: Hygiene/Cleaning

- ▶ Encourage frequent handwashing by employees;
- ▶ Hand-sanitizing stations have been placed throughout sites and offices;
- ▶ Hand sanitizer is provided in all classrooms and workspaces.
- ▶ Elevated cleaning and sanitizing protocols have been put into effect;
- ▶ Frequent cleaning of high contact areas - bathrooms, common workspace, have been put into place.



Testing

- ▶ Liberty Union HS District will be providing testing for all employees:
- ▶ Testing is available through the County, through your insurance and/or through District Self Test kits.
 - ▶ Our district will be offering onsite testing to employees. Fifty (50%) percent of our employees will be offered to be tested each month.
 - ▶ If there is a positive case from an employee who is working on campus, all employees working on the campus will be offered to take a test.
 - ▶ Employees who choose to test with the District Self-Test kits will need to provide insurance cards for the initial visit. Testing will take place at the District Office as well as designated sites.



Available Employee Leave Types

- Sick Leave
- Personal Necessity Leave
- Vacation Leave - (Classified only)
- CFRA/FMLA
- Pregnancy Leave
- Baby Bonding Leave
- Workers Compensation Leave



Sick ~ Personal ~ Vacation Leave

Sick Leave



Classified Employees ~ Earn one (1) day per month (nine to twelve days) depending on work year.

Certificated Employees ~ Earn ten (10) days per school year

Personal Necessity Leave

Employees may use seven (7) days of sick leave for personal necessity, three (3) of which can be used as no tell days.

Vacation Leave

Classified Employees are given vacation in July based on the CSEA contract.



CFRA/FMLA (Family Medical Leave Act)

May be used intermittently or consecutively

- May only have one twelve (12) week allotment in a twelve (12) month period.
- Employee must have worked 1250 hours in the twelve (12) months prior to the leave date.
- Runs concurrent with sick leave.



Two Types

An employee's illness

- Twelve (12) weeks of leave may be extended up to 100 days/five months. Once sick leave is exhausted, employee is on differential pay.

In order to care for a Family Member:

- Twelve (12) weeks unpaid leave. LUHSD allows members to exhaust leave balances before going into unpaid leave.

Pregnancy Disability/ Baby Bonding Leaves

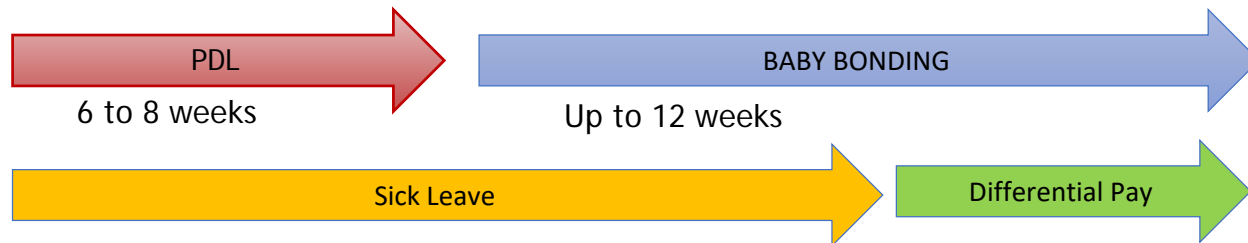
Pregnancy Disability Leave

Six (6) to eight (8) weeks of leave depending on natural birth or caesarian section. Runs concurrent with sick leave.

Baby Bonding Leave

An employee must be employed at least twelve (12) months prior to beginning baby bonding leave. This maternity/paternity leave also applies to adoption or foster care of a child.

Up to twelve (12) weeks of leave. Employee must first exhaust sick leave and then differential begins.



Workers Compensation Leave

Employees are entitled to make a claim to Workers Compensation for an injury or illness sustained during their scope of work.



If Workers Compensation accepts the claim the employee is allocated up to sixty (60) work days of workers compensation leave.

Once sixty (60) days are exhausted employee may extend leave up to 100 days/5 months by first exhausting sick leave and then moving into differential pay.





Questions???

Please Contact Denise Rugani

ruganid@luhsd.net

925-634-2166 x2045

