



**WAKE COUNTY**  
PUBLIC SCHOOL SYSTEM

# Return to the Workplace

## Guide for Employees

Version 2 - September 28, 2020



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### **This information is subject to change.**

Please understand that knowledge about the COVID-19 virus and the best practices to respond to the pandemic continue to evolve. For this reason, guidance, plans, and policies related to the return to work and school at WCPSS will also evolve. This guide will be updated frequently. Please check WakeConnect and your WCPSS email account regularly for the latest information for WCPSS staff. If you are a new hire and you do not have access to these resources yet, please contact your supervisor.



## Overview

This guide presents protocols developed to reduce the spread of the novel coronavirus that causes COVID-19 for the safety of our students, employees, and school communities. It is based on guidance from the Centers for Disease Control and Prevention (CDC), North Carolina Department of Health and Human Services (NCDHHS), Wake County Health and Human Services, and the North Carolina Department of Public Instruction (NCDPI).

Our top priority in all decisions is the health, safety, and well-being of our students, employees and school communities. **This document is subject to updates. If and when the circumstances surrounding the COVID-19 pandemic change, this guidance may also change.**

To combat the spread of this virus as a community, the expectation is that all employees, families, and students comply with the procedures, protocols, and requirements outlined in this document and in any linked documents and websites. In addition, the WCPSS community is expected to comply with state and local regulations. If state or local requirements differ from the guidance provided below, school communities will follow the stricter requirements.

All WCPSS employees should review and adhere to the [Employee Accountability Plan and Required Safety Protocols](#). Attention and strict adherence to the health safety protocols we have in place in our school district are among the most important actions we can take to support a safe and successful return to our school buildings and worksites.



# Health Screening Responsibilities

Daily health screenings can help reduce the risk of exposure to COVID-19. Students and employees who are sick or not feeling well must stay home. If an employee begins to not feel well while at work, shows signs of illness, or becomes sick during the day, they must immediately go home.

## Home Health Screening Requirement

All employees must take their temperature every day at home before coming to work. Employees must stay home if:

- > They have tested positive for COVID-19 and have not met the criteria for returning to work;
- > They have recently had close contact with a person with COVID-19 and have not met the criteria for returning to work; or
- > They have a temperature of 100.4°F or higher.



In addition, employees must be free of any symptoms potentially related to COVID-19 to work on site unless the employee has a confirmed diagnosis from a healthcare professional attributing the symptoms to something other than COVID-19. At this time, these symptoms include one or more of the following:

- > Fever or chills
- > New cough (unrelated to allergies)
- > New shortness of breath or difficulty breathing
- > New loss of taste or smell

## Workplace Health Screening Requirement

All employees are required to pass a health screening before entering a WCPSS facility. The health screening process contains two parts: a symptom screening and a temperature check.

Employees are encouraged to complete their own health self-screening at home before reporting to work, using the WCPSS Employee Health Self-Screening Tool through the WakeID Portal.

If an employee passes the self-screening using the online tool, they do not have to undergo an in-person health screening. More information about this tool and the onsite health screening process is available in the [Health Screening Guidelines](#).

Employees who are feeling unwell or have a temperature of 100.4°F or higher must go home immediately.

## Return-to-Campus Guide for Families

Families returning to school will receive a guide which includes information about health screening. To review this guide, visit: [www.wcpss.net/return-to-campus-guide](http://www.wcpss.net/return-to-campus-guide).



## Returning to the Workplace After Diagnosis, Illness or Exposure

### **For employees who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19**

Employees who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19, should not be at work. They should stay home until they can answer YES to all three of the following questions:

1. Has it been at least 10 days since they first had symptoms?
2. Has it been at least 24 hours since they had a fever (without using fever-reducing medicine)?
3. Have symptoms improved, including cough and shortness of breath?

Employees are not required to have documentation of a negative test in order to return to work.

If employees have a negative COVID-19 test, they can return to work once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

An employee can return to work following normal policies once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptoms.

### **For employees who have been diagnosed with COVID-19 but do not have symptoms**

Employees who have been diagnosed with COVID-19, but do not have symptoms must remain home until 10 days have passed since the date of their first positive COVID-19 diagnostic test.

Employees are not required to have documentation of a negative test in order to return to work.

If they develop symptoms, they cannot return to a work site until they meet all of the criteria for employees who have experienced at least one symptom.



**For employees who have been exposed to COVID-19 and do not have symptoms**

Employees who have been exposed to COVID-19 and do not have symptoms must remain home for 14 days since their last exposure, even if they test negative for COVID-19. If they develop symptoms, they cannot return to a work site until they meet the criteria for employees who have experienced at least one symptom.

# REMEMBER

- Wash hands often
- Use the hand sanitizer
- Stay at your station
- keep a 6 ft. distance

## Procedure for Report of COVID-19 on Campus or at a Worksite

We will report suspected, presumptive, or positive cases of COVID-19 to Wake County Public Health and work with them for follow-up and contact tracing. If a person with COVID-19 was in a WCPSS facility while infectious, we will coordinate with local health officials to notify employees and families while maintaining confidentiality in accordance with FERPA, NCGS 130A-143, and all other state and federal laws.

In the event of a confirmed case of COVID-19 in a school or worksite, the affected areas will be closed until they have been cleaned and disinfected.

More information is available in the [Handling Possible or Confirmed Cases of COVID-19 guidance](#) as well as the [What to Do if an Employee is Exposed or Tests Positive for COVID-19](#) and [What to Do if You are Exposed or Test Positive for COVID-19 resources](#).



## Maintaining Healthy Spaces

Successful returns to schools and worksites rely on each member of our community taking personal responsibility in practicing the health guidance contained in this document. These guidelines will be updated as appropriate.

### Cloth Face Coverings

North Carolina requires a face covering of your choice for all central office staff, school staff, adult visitors, and K-12 students at all times, including:

- > inside school buildings and anywhere on school grounds, including outside
- > while traveling on buses, vendor transportation or other WCPSS vehicles
- > all WCPSS work sites
- > even when six feet or more apart from other individuals

A face covering must be secured safely over the nose, mouth, and under the chin.

State health officials strongly recommend face coverings for all people over the age of two.



Face coverings are not required for individuals who:

- > Cannot tolerate a face covering due to developmental, medical, or behavioral health needs
- > Are actively eating or drinking
- > Are strenuously exercising
- > Are seeking to communicate with a hearing impaired person in a way that requires the mouth to be visible
- > Are working at home or are in a personal vehicle
- > Would be at risk from wearing a face covering, as determined by local, state, or federal regulations or workplace safety guidelines
- > Have found that a face covering is impeding visibility to operate equipment or a vehicle
- > Are children whose parent, guardian, or responsible person has been unable to place a face covering safely on the child's face

### **Face Covering Requirement Exemptions**

Employees with medical conditions or impairments that prevent them from wearing a face covering should submit a [COVID-19 Exception from Face-Covering Requirement Accommodation Request](#) through the on-line form. Employees will be required to wear a face covering while their request is under review by Human Resources.

### **Face Covering Breaks**

Employees may remove their face coverings if they are alone in an enclosed room with the door shut.

- > Employees should remain more than six feet from the door, so if someone enters the room, they will still be socially distanced
- > Employees should post a sign on the door instructing individuals to knock and wait to be admitted into the room. This allows the employee time to put on their face covering before an individual enters the room.

Wearing a face coverings is a critical step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.



The state is providing five reusable cloth face coverings for every student and employee. Extra face coverings will be available for anyone at a WCPSS facility who does not have one. It is the employee's or student's responsibility to wash a reusable face covering when needed and bring it back to reuse it.

Please see the [Face Covering](#) guidance for additional information. You may also review face covering best practices on the [CDC website](#) and practice wearing face coverings appropriately for extended periods of time.

## Handwashing

Handwashing is one of the best ways to protect yourself and your family from getting sick. The CDC recommends everyone wash their hands often with soap and water for 20 seconds. Avoid touching your eyes, nose, and mouth with unwashed hands. Employees will be teaching handwashing in the classroom, incorporating handwashing breaks into the school day, and reinforcing handwashing during key times throughout the school day, such as before eating, using the restroom, and touching shared objects.

## Hand Sanitizing

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, an alcohol-based hand sanitizer (containing at least 60% alcohol) will be provided at every worksite, school entrance and exit, in the cafeteria, in every class, and on every bus and vendor transportation vehicle. If a student has known sensitivities to hand sanitizer, employees must provide them other opportunities to clean their hands. Review hand sanitizer best practices on the [CDC website](#).

## Social Distancing

There will be signage and floor markings in all schools and office buildings to remind students and employees of social-distancing practices, changes to foot-traffic flow through buildings and on campus pathways, furniture placement in classrooms and much more. This is to ensure all campus spaces and buildings support the health and safety of the entire community. Please see the following guidance for additional information:

- > [Social Distancing - Elementary](#)



- > [Social Distancing - Middle](#)
- > [Social Distancing - High](#)
- > [Social Distancing - Central Services](#)

## Cleaning and Disinfecting

Buildings will be cleaned and disinfected throughout the day and every evening. The CDC defines cleaning as removing germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects. Hospital-grade disinfectants are used in all school facilities.

Students are not permitted to assist with cleaning and disinfecting.

### **Classrooms**

Disinfecting supplies will be provided to each classroom to support the cleaning of desks and other high touch surfaces between classes, after lunch, and the cleaning of shared program materials/equipment as desired. After school each day, desks and other touch points will be disinfected.

### **Restrooms**

Custodial Services will clean and disinfect all restrooms using approved procedures a minimum of four times daily, and after school hours.

### **Meals**

If students eat in the cafeteria, Child Nutrition Services will clean and disinfect seats and tables before and after each meal. If students eat in the classroom, students and employees are expected to clean up after themselves by placing all trash and recyclables in the bins placed in the hallways. Bins will be located near multiple classrooms.

### **Central Services Worksites**

All Central Services facilities are being cleaned similarly to schools. As a part of these cleaning processes hospital-grade disinfectants are being used, common area touch points and conference rooms are being cleaned more often and restrooms are cleaned and disinfected multiple times per day. In addition, Central Services employees will have access to alcohol wipes and spray bottle(s) of disinfectant and paper towels to be used for cleaning enclosed offices, cubicles, desks and community



technology.

### **Response to Presumptive, Suspected or Positive COVID-19 Illness**

Affected areas will be closed and thoroughly disinfected. Custodial employees will notify the School Administrator, COVID-19 Coordinator, or Care Center Attendant when the area is ready to be re-opened.

## **Visitors**

Only essential visitors will be allowed on school campuses and in worksites in an effort to protect the health and safety of our community by minimizing the number of people on sites.

All efforts will be made to keep necessary visitors to a minimum, including the use of virtual or telephone meetings with families and guests.

If it is essential to have family members or visitors enter the facility, they must go through the same health screening process as students and employees. All visitors are required to follow guidelines in the Cloth Face Covering section of this document. Any meetings with a family member or visitor must follow social-distancing guidelines. For additional information, please review the following guidance:

- > [Visitors - Schools](#)
- > [Visitors - Central Services](#)

## **Water Fountains**

Everyone is encouraged to bring their own bottled water or reusable water bottles. Individuals will not be permitted to drink directly from water fountains.

## **Elevators**

Use of elevators should be limited when possible to avoid close proximity with others in a confined space.



# Guidance for Specific Workplace Scenarios

## Working in an Office Environment

Central Services supervisors are currently working on plans to support their teams as they transition back to their worksites. As a part of these plans, department supervisors will work with their teams to ensure that all health and social distancing guidelines can be followed as staff members return. Because many Central Services employees work in a cubicle environment, it may be necessary to stagger work schedules to ensure that social distancing guidelines can be followed. The timeline for supervisors to develop and implement their department's plan is as follows:

Oct. 5 - Plan approved by supervisor's Assistant Superintendent or Chief

Oct. 12 - Full implementation of all departments' plans

Oct. 26 - All Central Services employees are expected to report to their buildings for work unless:

- > The employee has self-identified as at risk of severe illness from COVID-19 and Human Resources has approved a [COVID-19 Temporary Accommodation Request](#) for teleworking; or



- > The employee lives with an individual who is high risk and Human Resources has approved a [COVID-19 Job Modification Request](#) to telework.

Staff members who do not have an approved accommodation or job modification from Human Resources and who are not comfortable reporting to their worksites per their supervisor's plan may be eligible to request leave in accordance with existing leave policies. If you have questions about your department's plan, please contact your supervisor.

All employees working in Central Services buildings will have access to hand sanitizer via stations installed in the lobbies of buildings and/or hand pump bottles provided to each department. In addition, all employees will have access to alcohol wipes and spray bottle(s) of disinfectant and paper towels to be used for cleaning enclosed offices, cubicles, desks and community technology.

## Working in a School Environment

All employees working in a school environment will have access to hand-sanitizing stations at every school entrance and exit, in the cafeteria, and in every classroom. Custodial employees will work with school employees to ensure hand-sanitizing dispensers are regularly checked and refilled.

Employees conducting temperature checks and employees who are assigned to assist students who are not feeling well will be provided the required personal protective equipment (PPE), including face coverings and gloves, when needed. Each school will designate two employees as School COVID-19 Coordinators to serve as the liaison between WCPSS Health Services, the school nurse, employees, and families on COVID-19 matters.

The School COVID-19 Coordinators will help ensure schools have the supplies they need and are following health guidelines.



## Working on a School Bus

Seating capacity on buses will be consistent with [state guidelines](#).

All K-12 students are required to wear a face covering at all times while in a vehicle, unless they meet one of the exceptions listed in the Cloth Face Covering section. If an employee or student does not have a face covering, one will be provided.

The [health attestation form](#), signed by a parent or guardian, is required before a student may be assigned a seat on the school bus. Note: We are working toward a one-time attestation rather than daily.

After arriving at school, all bus riders will be asked the symptom screening checklist questions and have their temperature taken at school, before being allowed to enter the building.

Hand sanitizer will be available on all school transportation vehicles for safe use by employees and older children.

Touch points, including doors and windows, grab handles, arm rests, hard seats, door handles, and seat belt buckles, will be disinfected between each bus run with an EPA-approved disinfectant for SARS-CoV-2, the virus that causes COVID-19. Every bus will be cleaned between morning and afternoon runs and at the end of each day.

## Itinerant Employees and Daily Health Screening Pass

Any employee working at multiple locations who submitted their daily health self-screening online is permitted to enter the facility without additional health screening. If the employee did not submit the health self-screening online, they must request an on-site health screening at their first work location of the day.

## Meetings and Meeting Spaces

All in-person meetings should adhere to the social-distancing guidelines. Remove or rearrange the furniture to support social distancing. All participants of meetings and trainings will be required to undergo daily health screenings. Supervisors also can use technology to hold meetings.



## Break Rooms and Meals

Employees are expected to adhere to social-distancing guidelines while using break rooms or other shared spaces in our schools and office buildings.

Before eating, employees should wash their hands thoroughly to reduce the potential transmission of the virus.

If dining in a break room, employees should wear a face covering until they are ready to eat and then replace it afterward. Employees are encouraged to eat outside if possible.

Sharing food is discouraged. If food or drink is provided, it should be commercially bought and pre-packaged in individual containers with separate, disposable utensils for each person.

Kitchen counters, countertops and tables in break rooms are wiped down daily by building custodians. Employees are encouraged to use cleaning supplies provided by the district to also wipe down tables and kitchen areas before and after each use.

## Athletic and Co-Curricular Activities

The school board has approved [this schedule](#) for the gradual return of athletic activities. This is a summary of health and safety protocols for student-athletes and staff. Contact your school for more detailed information and workout schedules.

### Forms

The following documents are required for athletic participation. These documents should be submitted prior to attending their first athletic pre-season activity.

- > [Initial Screening Form](#) (must be signed prior to beginning participation)
- > [High School Athletic Participation Form](#)



### **Safety Requirements**

Check temperature before leaving home. Anyone with a temperature of 100.4 degrees or higher, or reporting signs or symptoms, must not participate. Coaches and athletes will be screened on site daily by answering symptom questions and getting their temperature checked. Participants who are being dropped off should have their ride wait until the participant has successfully passed the daily screening and has been cleared for that day's activities.

### **Face Coverings**

All individuals are required to wear a face covering at all times, except when engaged in athletic activity. This includes coaches, participants, trainers, managers, and anyone else gathered for the activity.

### **Workout Guidelines**

Students may not attend more than one workout per day for a maximum of 90 minutes. There is a maximum of 50 individuals per group outdoors, 25 individuals per group indoors, including coaches. Weight rooms and locker rooms remain closed.

If a person on a team tests positive for COVID 19, all members of the pod who have been exposed will quarantine for 14 days and watch for symptoms. Individuals who have had positive screenings must provide a note from a health care provider before being allowed to return.

Spectators are not allowed at this time.

## **Field Trips**

For the upcoming school year, in-person field trips have been suspended to ensure the safety of our students and our employees.



## Instructional Information

We are committed to challenging and engaging students in relevant, rigorous, and meaningful learning. The COVID-19 pandemic has introduced many uncertainties.

### Learning Environments

State officials have requested that school districts develop three plans (A, B, and C) for different learning environments to operate in the 2020-2021 school year. The learning environment in which we operate will be based on state and local officials, [NCDPI guidance](#) and [NCDHHS guidance](#) regarding safely reopening schools.

To accommodate a variety of needs, all students had the option of our Virtual Academy if they were not ready or able to return to a school campus.



### **Daily In-Person Instruction (Plan A)**

Students in this plan will attend class in the school building, in person with their teachers and classmates every school day. This environment is the most familiar to students and parents. Students receive daily, in-person instruction and support from school employees

### **Blended Instruction (Plan B)**

Students in this plan will experience a combination of in-person learning in the school building with their teachers and classmates and online instruction through an online platform.

### **Fully-Online Instruction (Plan C)**

Under this plan, all students will experience fully-online instruction as a result of school closure based on decisions from state and local officials.

All learning opportunities will happen remotely and will include recorded and live instructional sessions. Instruction will be accessed through the use of a technology device.

### **Update on Plan A/B/C:**

For the latest update on Plan A/B/C, please visit:  
[www.wcpss.net/return-to-campus](http://www.wcpss.net/return-to-campus)



## All instruction will be relevant, rigorous, and meaningful.

It's our core belief that all students deserve to be challenged and engaged in relevant, rigorous, and meaningful learning each day. This school year, regardless of which learning environment students attend, they will be taught rigorous content every day that aligns with North Carolina's grade level standards.

Here's what will be the same across all learning environments and across all schools:

- > All students will have the same grading structures, as outlined in Board Policy 3400.
- > All schools will take attendance.
- > All classes will use similar, district-supported learning materials, texts, and instructional tools.
- > All students will get appropriate support and services through the general education program, special education Individualized Educational Plans (IEPs), 504 plans, Academically & Intellectually Gifted (AIG), English as a Second Language (ESL), and intervention.
- > All students will get support from their counselors, social workers, and school psychologists as needed.
- > All schools will focus on building effective relationships and community.



## WCPSS Virtual Academy

Students have the option of registering for WCPSS Virtual Academy during the designated registration window. Selecting this option means that the student opts-out of returning to in-person instruction, when the district determines that in-person instruction is feasible. Families must commit to at least one semester, with a recommendation of a one-year commitment.

Families who choose WCPSS Virtual Academy should expect the following to be true across all grade levels:

- > Students will remain enrolled at their current school as assigned by WCPSS Student Assignment.
- > To the degree possible, students will be taught by teachers from their current school.
- > Students will experience a schedule and grading structure similar to their peers engaging in daily in-person or blended instruction.
- > Instruction will be provided through a common online learning platform.
- > Learning opportunities will include both recorded and live instructional session
- > Students will experience social and emotional support through meaningful connections and a classroom community.



## Supports and Guidelines for Instructional Employees

Many resources that provide curriculum and instruction support are now available on the [Preparing Our Students: Teaching and Learning in 2020-21](#) site on WakeConnect. This site also includes formative assessment questions, mini-lessons, digital tools, pacing guides, and curriculum maps provided to support teachers in scaffolding instruction to minimize potential learning loss.

In addition, this site features guidance related to roles and expectations, schedules, and policies and procedures, such as grading and attendance.

The [Preparing Our Students](#) site on WakeConnect also includes expectations and guidelines for delivering a continuum of services for students through special education Individualized Educational Programs (IEPs), 504 plans, Academically & Intellectually Gifted (AIG), English as a Second Language (ESL), and intervention.



BE BRAVE.

BE KIND.

BE YOU!

## Special Education

Students with disabilities may require modifications to the general health guidelines in order to provide required services and maintain healthy practices. We are committed to working closely with students with disabilities and their families to address individual concerns and needs.

### Arrival and Health Screening

All students will be required to have a daily health screening and temperature check when they arrive at school. Schools may have a separate health screening entrance designated for students with special needs who may not be able to use one of the established health screening entrances,

Schools may make these modifications for students with special needs:

- > Assigning a known employee to conduct the screening.
- > Encouraging families of nonverbal students to complete the daily Attestation Form if an adult will not be available to answer the questions at drop-off.



## Face Coverings

Students and employees are expected to follow Cloth Face Covering guidelines included in the Maintaining Healthy Spaces section of this document.

## Social Distancing

The district recognizes that some parents of students with complex medical needs will have additional concerns. Students with disabilities and employees who work with them are expected to practice social distancing when possible. Personal protective equipment will be utilized by employees.

## Handwashing

Teachers will be teaching handwashing in the classroom, incorporating handwashing breaks into the school day, and reinforcing handwashing during key times throughout the school day, such as:

- > before eating;
- > using the restroom; and
- > touching shared objects.

Students who require assistance with hand washing will have hand-over-hand assistance. If the student is unable to access a hand-washing station, hand sanitizer (containing at least 60% alcohol) will be provided.

If a student has known sensitivities to hand sanitizer, employees must provide them other opportunities to clean their hands.



# Work and Leave Guidance

## Teleworking

Employees may be approved to telework in the following circumstances:

- > School buildings and worksites are closed per guidance from health officials,
- > The employee has an approved COVID-19 Temporary Accommodation request to telework from Human Resources,
- > The employee has an approved COVID-19 Temporary Job Modification request from Human Resources to telework,
- > A principal has approved an employee's request to telework as during a school's phase-in period from Aug. 17 to the end of the first quarter on the traditional calendar, on a Remote Learning Day designated on the school's calendar or on an unprotected Teacher Workday.
- > A Central Services supervisor has approved an employee's to telework as a part of a work schedule rotation in an effort to maintain social distancing requirements. These work schedule rotations will be outlined as a part of the department's Return to the Workplace plan.



Employees who telework must be able to effectively perform their essential job functions while working remotely.

See the [Teleworking for School-Based Employees](#) and [Teleworking for Central Services Employees](#) guidance on WakeConnect for additional information.

## COVID-19 Temporary Accommodation Request for High-Risk Employees

Employees who self-identify as high risk for severe illness from COVID-19 per [CDC](#) and [NCDHHS](#) guidelines may request an accommodation. Accommodations may include enhanced personal protective equipment (PPE), modified job responsibilities, adjustments to work schedules or alternate work locations. See the [COVID-19 Temporary Accommodation Request](#) guidance on WakeConnect for additional information on when and how employees may request this type of accommodation.

## COVID-19 Temporary Job Modification Request for Employees Who Live with High-Risk Individuals

Employees who live with high-risk individuals may submit a [COVID-19 Temporary Job Modification Request](#) to Human Resources via an on-line form. Please understand that Human Resources first must address COVID-19 Temporary Accommodation requests from employees who self-identify as high risk per CDC guidance.

If you have submitted a request for a temporary accommodation or job modification and have questions, please email [employeerelations@wcpss.net](mailto:employeerelations@wcpss.net).



## Employee Leave

There may be leave options available to employees who are unable to report to work. In most cases, employees requesting leave should follow the normal leave procedures (submitting a completed leave form and supporting documentation). Paid leave and non-paid leave will be assigned when appropriate and in accordance with policy. All leave options are outlined in our [Employee Handbook](#) in the Leave and Absences section. Some changes have been made to leave policies and processes due to COVID-19. These changes, including the addition of the federal [Families First Coronavirus Response Act leave](#), are summarized in the [COVID-19 Leave](#) guidance on WakeConnect.

## Leave and Teleworking During Quarantine

[Families First Coronavirus Response Act Paid Sick Leave](#) (FFCRA Paid Sick Leave) is available to employees who have to be absent from work due to a reason related to COVID-19, including being directed to quarantine.

In addition, if an employee is advised to self-quarantine or isolate by a health department or another healthcare provider, the employee may submit a request to the supervisor to telework during this time, providing their job responsibilities can be performed while teleworking. See the [Leave and Teleworking During Quarantine guidance](#) for additional information.



## Employee Social and Emotional Health

We recognize that this is an uncertain and challenging time for many employees. The well-being of our employees is important.

The Employee Assistance Program (EAP) is available to all employees at no charge. The EAP offers crisis counseling, online tools, professional referrals and other resources to support mental and emotional health, and stress management. Find more information on the [Employee Assistance Program site on WakeConnect](#). The [NCDHHS Wellness Resources site](#) also highlights a number of programs and resources to support mental and emotional well-being.

In addition, please be aware that [state health plan mental health coverage](#) has added “telehealth” appointments to their coverage.

Employees also are encouraged to review the online training, behavioral health assessment resources and other supporting tools on the [Behavioral Health site on WakeConnect](#).



## Resources

- > For details about the district's overall response to the COVID-19 pandemic for employees, visit [wcpss.net/returntoworkplace](https://wcpss.net/returntoworkplace).
- > For a list of all COVID-19 guidance for employees, visit [wcpss.net/covidindex](https://wcpss.net/covidindex)
- > For Wake County information, including drive-through testing sites, visit [covid19.wakegov.com](https://covid19.wakegov.com).
- > For information about North Carolina's response, visit the North Carolina Department of Health and Human Resources website at [covid19.ncdhhs.gov](https://covid19.ncdhhs.gov).
- > For federal guidance from the Centers for Disease Control and Prevention, visit [cdc.gov/coronavirus](https://cdc.gov/coronavirus).



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