



Guidelines for Employees

We are excited about the start of the 2020-21 school year and happy to welcome employees back to work. Below are some guidelines related to COVID-19.

It is important that all Oconee County Schools employees consider the health and safety of each other and themselves. As such, there are expectations of self-monitoring in place for all employees. By virtue of reporting for work, you acknowledge that you are not aware that you have COVID-19 or any associated signs or symptoms, including a temperature above 100.3 degrees Fahrenheit, and that you have not been in close contact with anyone diagnosed with COVID-19. (Close contact is defined as within 6 feet for a period of 15 minutes or longer.)

What to do if:

Symptoms develop and/or you test positive for COVID-19

If you develop symptoms and/or test positive you must:

- (1) Stay home. Do not report to work if you are sick, and should you become sick while at work, you will be required to go home.
- (2) Immediately inform your supervisor.

You become aware that you have been in close contact with an individual with a confirmed case of COVID-19

If it is determined that you have been in close contact, as defined above, with an individual with a confirmed case of COVID-19, you must:

- (1) Stay home, regardless of whether you have any coronavirus symptoms.
- (2) Immediately inform your supervisor.

Contact Tracing

In the event an employee is diagnosed with COVID-19, the school district will implement contact tracing based on guidelines provided by the Georgia Department of Health. If it is determined that an employee with COVID-19 was in close contact with any other employees, as defined and described above, those employees will be contacted individually and confidentially by their supervisor and provided instructions for next steps.

Return to Work Protocol

OCS will follow guidelines provided by the Georgia Department of Public Health in determining the date of return to work of an employee affected by COVID-19 as described below.

Symptomatic persons with confirmed or suspected COVID-19 may return to work after all of the following have occurred:

- At least 10 days have passed since symptoms first appeared

- At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications
- Improvement in respiratory symptoms (e.g., cough, shortness of breath)

Asymptomatic persons with confirmed COVID-19 may return to work after:

- At least 10 days have passed since the positive laboratory test (and the person remains asymptomatic)

Asymptomatic persons who have a known exposure to an individual with a confirmed case of COVID-19 without appropriate personal protective equipment (PPE), in close contact as defined above, may return to work after:

- A 14-day home quarantine period has ended

Emergency Paid Sick Leave Act (EPSLA)

Under the EPSLA, employees unable to work (or telework, if applicable) for one of the 6 reasons listed below are entitled to up to 80 hours (i.e., 2 work weeks) of paid sick leave. This leave does not come from or affect an employee's earned sick leave balance with the school district. For reasons 1, 2 or 3 listed below, the total amount of paid sick leave the employee receives will be based on the employee's daily rate but may not exceed a maximum of \$511 per day and \$5,110 in total. For reasons 4, 5 or 6 listed below, the amount of paid sick leave the employee receives will be based on the employee's daily rate but may not exceed \$200 per day and \$2,000 in total.

- (1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

Emergency Family and Medical Leave Expansion Act (EFMLEA)

Under the EFMLEA, reasons why an employee would be entitled to take leave under provisions of the Family and Medical Leave Act (FMLA) have been expanded, particularly relating to reason 5 in the EPSLA described above. Employees should direct related questions to their supervisor, who will in turn involve Human Resources as necessary.