CMSD Employee Guide to COVID-19

CMSD is committed to prioritizing safety for Educators and Scholars as we engage learning through in-person, hybrid and/or remote learning. In consideration to the many concerns regarding health and safety of our community, below are steps to follow and resources available to enhance the safety and privacy of educators and scholars.

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CMSD COVID Support Hotline (216-838-WELL)
If you have a COVID-19 health concern, contact the CMSD COVID Support Hotline at 216-838-WELL. Trained school nurses are available to speak with you and assist you with questions. Please prioritize contacting your medical provider regarding any health concerns you might have, as your doctor or care provider will advise towards care, potential testing and guidance regarding returning to work.

If you have a concern regarding the health of a student or another employee, please notify your supervisor. Supervisors will complete an assessment and reporting procedure for these staff and students, following guidance developed through partnership between CMSD health professionals and local health departments.

CMSD Safety Provisions
To ensure the safety of staff and students, our District has taken the following measures towards safe learning and working environments:

• COVID Support Hotline 216-838-WELL
• District Supplied Personal Protection Equipment (PPE) and Supplies
  o Non-contact thermometers at each location
  o Thermal cameras
  o Boxes of disposable masks
  o Cloth masks for each staff member, as well as for students
  o Communicator masks for Intervention Specialists/SLP’s
  o Adult face shields
  o Purell pumps for each classroom
  o Disinfectant dispensers strategically placed in hallways, gym, cafeteria, entrances, etc.
  o Boxes of rubber gloves provided to each school
  o Tubs of disinfectant wipes for every classroom
  o Disinfectant spray bottles and paper towels for every classroom
  o N-95 Masks for Care Rooms
  o Foot pump dispenser at entrance areas
  o Counter/Desk shields
• District PPE procedure requirements
• Designated spacing and protocol for Social Distancing (signs, stickers, placards)
• Employee and student health assessments (temperature checks)
• Social distancing procedures
• Enhanced Facilities cleaning protocol
• Establishing appropriate Clinics to distinguish COVID related care from health services
- **Well Clinic** – injury management, first aid, chronic condition management, medication administration, immunization record reviews and screenings
- **Care Clinic** – separate location for students or staff exhibiting symptoms consistent with COVID-19; physically distanced chairs, bathroom access, phone and computer access, sanitation supplies, near an entrance/exit
  
  - Environmental controls, including physical barriers and air filtration systems
  - Staff professional development related to COVID-19 procedures
When to Stay Home
Several of the most effective roles in reducing spread and exposure to COVID-19 are through self-care practices and monitoring for symptoms. If you have any of the following concerns or symptoms, please stay home. Follow absence reporting procedures and take any necessary steps to contact your medical care provider.

- Recent travel from out-of-state, specifically from a State listed by the Ohio Department of Health in the provided Travel Advisory (10 Days of Quarantine).
- Demonstration of any symptoms consistent with COVID-19, as provided by the CDC.
  - Symptoms: cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, fatigue, headache, congestion, nausea or vomiting, diarrhea, sore throat and new loss of taste or smell.
  - Symptoms of Coronavirus – includes a guided ‘Self-Checker’.
- Exposure to COVID-19 through close contact with someone who has tested positive for COVID-19 (10 Days of Quarantine).
- Confirmed positive COVID-19 test (guidance from local health authorities and care provider).

When To Return To Work
Guidelines from the CDC are provided below as general guidelines towards anticipated return dates for employees. CMSD is following the CDC recommendation to follow a ‘time-based strategy’ for returning to work. Due to limitations of testing availability and access to medical providers, testing strategies (negative test required to return) and certifications from medical providers are not required to return at this time.

Please Note: Timeframes provided are guidelines; employees should adhere to dates provided by the local health department or medical providers, as days of isolation or quarantine can vary from the general guidelines below.

Should an employee wish to present test results or medical certifications, that information should be sent by the employee to the direction of employeerelations@clevelandmetroschools.org.

1. Persons known to have been exposed to COVID-19 through close contact (definition of close contact)
   - 10 days of quarantine after exposure based on the time it takes to develop illness if infected

2. Persons known to have traveled from a state identified by the Department of Health Travel Advisory
   - 10 days of quarantine after exposure based on the time it takes to develop illness if infected

3. Persons who think or know had COVID-19 and had symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
   - At least 10 days* have passed since symptoms first appeared and
   - At least 24 hours have passed since last fever without the use of fever-reducing medications and
   - Symptoms (e.g., cough, shortness of breath) have improved
   *For patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Consultation with infection control experts should be sought in these instances.

4. Persons with confirmed COVID-19 case who did not have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

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At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.

**Signs and Symptoms to Monitor**

Below are CDC Guidelines regarding monitoring of signs and symptoms for yourself and within the workplace. If you experience these, please remain home or, if at work, notify a supervisor of these symptoms and return home as soon as practically possible. If another employee or student demonstrates signs or symptoms, please notify a supervisor as soon as possible.

If you or another person are experiencing trouble breathing, persistent pain or pressure in the chest, an inability to wake or stay awake, have bluish lips or face or have new confusion, medical care should be sought immediately, as these are emergency warning signs of COVID-19. Call 9-1-1 or your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

Symptoms include: cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, fatigue, headache, congestion, nausea or vomiting, diarrhea, sore throat and new loss of taste or smell. CDC continues to update this list as more is learned about COVID-19.

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**Know the symptoms of COVID-19, which can include the following:**

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
What defines ‘Close contact’?
Close contact is defined by the Centers for Disease Control (CDC) as an individual having been within 6 feet of an infected person for at least 15 minutes, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection).

If an employee has had close contact with someone who meets this definition, they should not report to work and should seek medical guidance from their healthcare provider and local health authorities.

Note: an individual who has (1) had close contact with someone who (2) had close contact with an individual (3) who tested positive for, or exhibited symptoms of, COVID-19 should not be considered as having been exposed. In such an event, the employee should report to work, adhering to safety protocol and monitoring symptoms.

Self-Care for Employees

Always wear a mask (cloth face covering)
- Wear a cloth face covering over mouth and nose when students and staff are within eyesight.
- CDC – How to make your own face covering
- CDC - How to wear a cloth face covering
- How to wash face coverings

Be aware of Illness Symptoms
- Symptoms of Coronavirus – includes as guided ‘Self-Checker’
- Complete a daily two-part self-assessment
  - Fever Check: measuring your temperature (not to exceed 100.4F)
  - Symptom Check: Symptoms of Coronavirus

Clean your hands and your space
- Wash your hands often with soap and water for at least 20 seconds, especially after having been in a public space, or after blowing your nose, coughing or sneezing.

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2 Public School Works – How to Protect Yourself and Others

3 UH Hospitals School Playbook
If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

- Disinfect and clean work areas routinely, utilizing District provided cleaning supplies

**Distance physically, but not socially**

- Place 6 feet of distance (approximately 2 arms’ length) between yourself and people who don’t live in your household.

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**How to Properly Wear a Mask**

1. Wash or sanitize your hands.
2. Make sure colored side of mask is facing out and stiff bendable edge is on top.
3. Holding ear loops, pull around ears.
4. Mold bendable edge to nose.
5. Expand mask to cover nose and chin.
6. Wash your hands again.

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4 University Hospitals – Health Restart School Playbook
**Supports Available**

If you have concerns related to COVID-19 or impacts it has on your wellness or your ability to work, there are a number of questions that commonly arise. Below are resources and links to key resources for staff, accompanied by more detailed information within those links.

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<tr>
<th>SUPPORT</th>
<th>PROVIDES</th>
<th>HOW TO CONTACT</th>
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</thead>
<tbody>
<tr>
<td>CMSD Staff COVID-19 Hotline</td>
<td>Live supports for staff concerns related to COVID-19 during business hours; report a positive case, concerns of exposure, or notification of pending testing</td>
<td>216-838-WELL</td>
</tr>
</tbody>
</table>
| Americans with Disabilities Act              | Request of accommodations; interactive process for identifying reasonable accommodations | • [Link to Submission Form](#)  
• [Link to Certification Form](#)           |
| Ease@Work                                    | Free and confidential services for:  
• Life Coaches  
• Mental Health Counseling  
• Medical Advocacy  
• Legal/Financial Resources  
• Adoption, Elder/Adult Care, Parenting, Child Care, Special Needs Support, Wellness | MyLifeExpert Website – Company Code: cmsdisd  
1-800-521-3273                                      |
| COVID-19 Leave                               | A one-time provision of up to ten (10) days of paid leave to educators who meet one of four qualifying reasons and whose application is received and certified through Workday | • [Link to More Information](#)                     |
| Family and Medical Leave Act (FMLA)          | Up to 12-weeks of unpaid leave related to a verified Serious Health Condition | • Certification of Health Care Provider  
• How to Submit  
• FAQ for FMLA and LOA |
Talking to Scholars About COVID-19
The CDC has created recommendations to help adults have conversations with children and scholars about COVID-19, including how to avoid getting and spreading the disease. Children may worry about themselves or their family and friends getting ill from COVID-19. As an educator, you play an important role in helping scholars make sense of what they hear in a way that is honest, accurate and minimizes anxiety or fear.

When talking to scholars:
• Remain calm. Remember that children will react to both what you say and how you say it.
• Reassure that they are safe. Let them know that it is okay to feel upset and share with them how you process stress or anxiety so that they can learn from you.
• Be available to listen and to talk. Let them know that you are available when they have questions.
• Avoid language that might blame others and lead to stigma.
• Provide information that is truthful and appropriate for the age and developmental level of the scholar.

Scholar Signs and Symptoms
If students present any of the following symptoms consistent with COVID-19, they should bring this to the attention of the school administrator and sent to the Care Room for assistance and isolation from others.
• Fever (greater than or equal to 100.4°F)
• Headache
• Chills
• Muscle Aches
• Fatigue
• New onset or worsening nasal congestion not associated with allergy symptoms
• Nausea/vomiting
• Diarrhea
• Loss of smell/taste
• Sore throat
• New onset cough
• Chest pain/difficulty breathing

When Can Scholars Return to School?
Parent Clearance
If any of these symptoms were present in isolation (only one of them) AND completely resolve, a child may return with a note from the parent.
• Headache
• Nausea/vomiting
• Fatigue
• Muscle Aches

Medical Clearance
If any of these symptoms were present, medical clearance is recommended to return to school.
• Fever
• Chills
• New onset or worsening nasal congestion not associated with allergy symptoms
• Diarrhea
• Loss of smell or taste
• Sore throat
• New onset cough
• Chest pain or difficulty breathing

Wellness and Available Resources

Wellness is an investment towards a balanced life, let through healthy habits and strategies. Educators who cultivate wellness in their personal and professional lives develop an increasing sense of freedom, flexibility, security and opportunity. We believe that this is particularly true and important during these challenging times.

CMSD emphasizes the Physical, Intellectual & Career, Financial, Emotional, Social and Spiritual wellness of each individual. Many efforts have been made to ensure that staff assurances and resources are prioritized in Physical wellness this year, but we also know that Emotional and Social supports are also critical to our success as a CMSD community.

Below are resources that are available or are in development within each of these domains of wellness, with hyperlinks to websites for accessing and connecting with them.

**Intellectual and Career**

- [PowerSchool Professional Development System](#)
- Leadership Development Cohorts
- [Aspiring Principal Program](#)

**Financial**

- MetLife RetireWise
- [403(b) and Deferred Compensation](#)
- Will Development
- Student Loan Forgiveness
- Total Reward Statements
- [INSITE Discounts and Perks](#)
- Voluntary Life Insurance Workshops
- [Homes for Heroes Program](#)

**Spiritual (If Recognized)**

- Community Organizations and Connections
- Non-Profit Services and Volunteering

**Physical**

- [COVID-19 Safety Measures](#)
- Discounts (YMCA, Weight Watchers)
- Healthcare Provider Resources

**Emotional**

- [Ease@Work (1-800-521-3273)](#)
- Equity and Inclusion Training and Resources

**Social**

- [Employee Resource Groups (e.g. MOCHA)](#)
- Leadership Cohorts
Resources

Americans with Disabilities Act

While COVID-19 is not a disability under the ADA, (virus is transitory; limited impact on major life activities in ordinary circumstances⁵), the Centers for Disease Control and Prevention (CDC) has identified several underlying medical conditions that put people at increased risk for severe illness if contracted⁶ and would be applicable to supports through the ADA and interactive process towards workplace accommodations.

An employee may make a request for a reasonable accommodation to make “a change in the workplace due to a medical condition” to reduce the risk of exposure to COVID-19. An employer must consider this type of request under the ADA and engage in the interactive process to provide reasonable accommodations, barring undue hardship.

<table>
<thead>
<tr>
<th>CONDITIONS WITH INCREASED RISK OF SEVERE ILLNESS FROM COVID-19</th>
<th>CONDITIONS MIGHT BE AT AN INCREASED RISK FOR SEVERE ILLNESS FROM COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancer</td>
<td>Obesity (body mass index [BMI] of 30 or higher)</td>
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<tr>
<td>Chronic kidney disease</td>
<td>Asthma (moderate-to-severe)</td>
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<tr>
<td>Sickle cell disease</td>
<td>Cerebrovascular disease</td>
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<tr>
<td>Type 2 diabetes mellitus</td>
<td>COPD (chronic obstructive pulmonary disease)</td>
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<tr>
<td>Type 2 diabetes mellitus</td>
<td>Immunocompromised state from solid organ transplant</td>
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<tr>
<td>Type 2 diabetes mellitus</td>
<td>Hypertension or high blood pressure</td>
</tr>
<tr>
<td>Type 2 diabetes mellitus</td>
<td>Pregnancy</td>
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</tbody>
</table>

⁵ Job Accommodation Network - The ADA and managing reasonable accommodation requests from employees with disabilities in response to COVID-19 (March 2020)

⁶ Centers for Disease Control and Prevention - People Who Need to Take Extra Precautions (July 2020)
During the pandemic, if an employee requests an accommodation for a medical condition, an employer may ask questions or request medical documentation to determine whether the employee has a "disability" as defined by the ADA (a physical or mental impairment that substantially limits a major life activity, or a history of a substantially limiting impairment) as well as verify that the accommodation is needed to reduce the employee’s exposure. This verification must show the relationship between the employee’s impairment and specific requested accommodation (ADA is not applicable to family member disabilities).

**EXAMPLES OF REASONABLE ACCOMMODATIONS**

- LEAVE OF ABSENCE ([EPSLA-EFMLA](#))
- MODIFIED OR PART-TIME SCHEDULE
- REASSIGNMENT
- TELEWORK/REMOTE WORK
- MODIFIED WORKPLACE POLICIES
- MODIFIED PERSONAL PROTECTIVE EQUIPMENT

Workers required to wear personal protective gear and engage in infection control practices may also ask for accommodations due to a need for modified protective gear and equipment.

**Processing Accommodation Requests**

The interactive process refers to the communication between employer and employee to fully discuss a request for accommodation so that the employer obtains necessary information to make an informed decision. Given the current circumstances, employers and employees should try to be as flexible and creative as possible. Employees can request accommodations using an [online form](#).

The current COVID-19 crisis constitutes an extenuating circumstance that can justify exceeding the normal timelines employers must follow in processing requests for and providing reasonable accommodations.

Employers may wish to adapt the interactive process - and devise end dates for the accommodations - to suit changing circumstances based on:

- Trial or interim basis
- Public health directives
- Changes in government restrictions
- Awaiting medical documentation
- Eligibility of employee to return to work
- Limitations on number of people who may congregate
Undue Hardship ("significant difficulty or expense")
An employer does not have to provide a reasonable accommodation that would cause an "undue hardship" to the employer. A determination of undue hardship should be based on several factors.

Examples of significantly difficulty in a pandemic may include, but are not limited to:
• to provide employees with temporary assignments,
• to remove marginal functions, or
• to readily hire temporary workers for specialized positions.

If requested accommodations pose an undue hardship, the District and employees should work together to determine if there are any alternatives available.

CMSD COVID-19 Leave
Recognizing the challenges presented by COVID-19, the direct impact it has upon workplace safety and student learning, and the expiration of the Families First Coronavirus Response Act (FFCRA) on December 31, 2020 the Cleveland Metropolitan School District will implement CMSD COVID Leave provisions for educators as detailed below.

Retroactive to January 4, 2021, CMSD COVID Leave will afford a one-time provision of up to ten (10) days of paid leave to educators who meet one of four qualifying reasons and whose application is received and certified through Workday, designated as ‘COVID Leave – District Paid’.

Educator Qualifying Reasons:
• Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (Applicable for Reporting Staff);
• Has been advised by a health care provider to self-quarantine related to COVID-19 (Applicable for Reporting Staff);
• Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
• Recovering from side effects associated with the COVID-19 vaccine.

Eligibility Criteria:
• Employee has not previously received ten (10) days of paid leave through the FFCRA;
• Leave is required of the educator for five (5) consecutive days or more;
• Certification of leave is verified in accordance with CMSD Leave of Absence procedures.

Acceptable Documentation:
• Notice from Health Department to Quarantine.
• Notice from CMSD COVID-19 Hotline to Quarantine.
• Diagnosis of COVID-19 from a testing facility.
• Pending COVID-19 test results.
• Appointment notification or summary with symptoms from a health care provider.

Emergency Leave is limited to educators who have not previously received paid leave through the FFCRA and is eligible for one-time use. Staff in need of Leave, but have previously utilized Emergency Leave will have days designated as ‘COVID Leave – Accrued Time Used’.

All reporting procedures are to be followed by the employee in addition to requesting Leave, including notification of supervisors, arrangements towards substitute coverage and assigning coverage.
Where an employee is (a) no longer eligible for Emergency Leave, (b) has demonstrated need through a Leave Request that has been approved in Workday and (c) has exhausted leave accruals through the Emergency Leave event, CMSD will also recognize these conditions as sufficient towards eligibility for Sick Day Donation processes as provided for in collective bargaining agreements and transfer up to ten (10) days upon confirmation from donating staff using the **electronic donation form**.

This provision of Emergency Leave will expire on the earlier of March 31, 2021 or upon renewal or extension of the FFCRA mandate.

**Ease@Work Services (1-800-521-3273)**

Facing challenges of health, finances, and relationships are all common during times of uncertainty and our Employee Assistance Program is here to support you with private and confidential resources that are free to you as an employee of CMSD.

Services available to you include:
- Life Coaches
- Mental Health Counseling
- Medical Advocacy
- Legal/Financial Resources
- Adoption, Elder/Adult Care, Parenting, Child Care, Special Needs Support, Wellness

Chat Support, webinar registration, articles, calculators and other online resources are also available at any time through the Ease@Work MyLife Expert Website.

To create an account for online services:
- Click Here: [https://mylifeexpert.com/login](https://mylifeexpert.com/login)
- Select ‘Sign Up’ in the top-right corner
- Enter Company Code: cmsdist
- Provide your District Email Address
- Create your username and follow any final prompts for finalizing your account

**Ease@Work is available 24 hours a day, 7 days a week at 1-800-521-3273.**

**Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks of unpaid leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid, job-protected leave in a 12 month period for one or more of the following reasons:
- for the birth of a son or daughter, and to bond with the newborn child;
- for the placement with the employee of a child for adoption or foster care, and to bond with that child;
- to care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; or
• for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

• The FMLA also allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

In order to be eligible to take leave under the FMLA, an employee must:

• worked 1,250 hours during the 12 months prior to the start of leave;
• work at a location where the employer has 50 or more employees within 75 miles;
• worked for the employer for 12 months (The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to an employee’s fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement).

To take leave under an employee’s bargaining unit agreement, the employee should refer to the employee’s bargaining union agreement for eligibility requirements and leave of absence terms and conditions.

Certification Form for an Employee’s Serious Health Condition
Certification Form for a Family Member’s Serious Health Condition
How to Submit a Leave of Absence Request in Workday