

CMUSD Employee Guide to COVID-19

CMUSD is committed to prioritizing safety as we engage in learning through in-person, hybrid and/or remote learning. Below are steps to follow and resources available to enhance the safety and privacy of educators, scholars and the community.

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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 with questions. Please contact your medical provider with health concerns as soon as possible. Your doctor or care provider will give guidance on care, potential testing and when to return 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 to create safe learning and working environments:

- COVID Support Hotline 216-838-WELL
- District supplied personal protection equipment (PPE) and supplies
 - Non-contact thermometers at each location
 - Thermal cameras
 - Boxes of disposable masks
 - Cloth masks for each staff member and student
 - Communicator masks for Intervention Specialists/Speech Language Pathologists
 - Adult face shields
 - Purell pumps for each classroom
 - Disinfectant dispensers strategically placed in hallways, gym, cafeteria, entrances etc.
 - Boxes of rubber gloves provided to each school
 - Tubs of disinfectant wipes for every classroom
 - Disinfectant spray bottles and paper towels for every classroom
 - N-95 Masks for Care Rooms
 - Foot pump dispenser at entrance areas
 - 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
- Establishment of 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
- 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 strategies for reducing spread and exposure to COVID-19 involve self-care practices and monitoring for symptoms. If you meet any of the following criteria, please stay home. Follow absence reporting procedures and contact your medical care provider.

- Recent travel from out of state, specifically from a state listed by the Ohio Department of Health in this [travel advisory](#) (14 days of quarantine).
- Demonstration of any symptoms consistent with COVID-19, as defined by the Centers for Disease Control (CDC).
 - 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.
 - [Symptoms of coronavirus](#) – Link includes a guided “self-checker.”
- Exposure to COVID-19 through [close contact with someone](#) who has tested positive for COVID-19 (14 days of quarantine).
- Confirmed positive COVID-19 test (guidance from local health authorities and care provider).

When to Return to Work

CDC guidelines provided below include anticipated return dates for employees.¹ CMSD is following the CDC recommendation to follow a time-based strategy for returning to work. Due to limitations on testing availability and access to medical providers, tests 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](#))**
 - 14 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](#)**
 - 14 days of quarantine after exposure based on the time it takes to develop illness if infected
- 3. Persons who think or know they 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.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

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:

- 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.

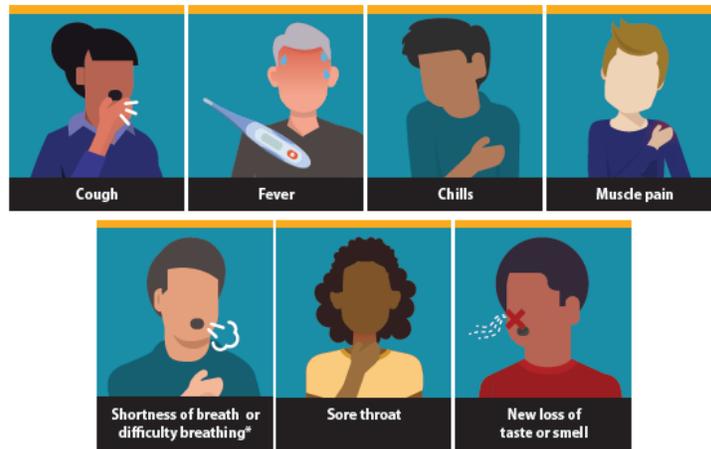
Signs and Symptoms to Monitor

Below are CDC guidelines for monitoring signs and symptoms for yourself and within the workplace. If you experience these signs, 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 if 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. The CDC continues to update this list as more is learned about COVID-19.

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



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.



cdc.gov/coronavirus

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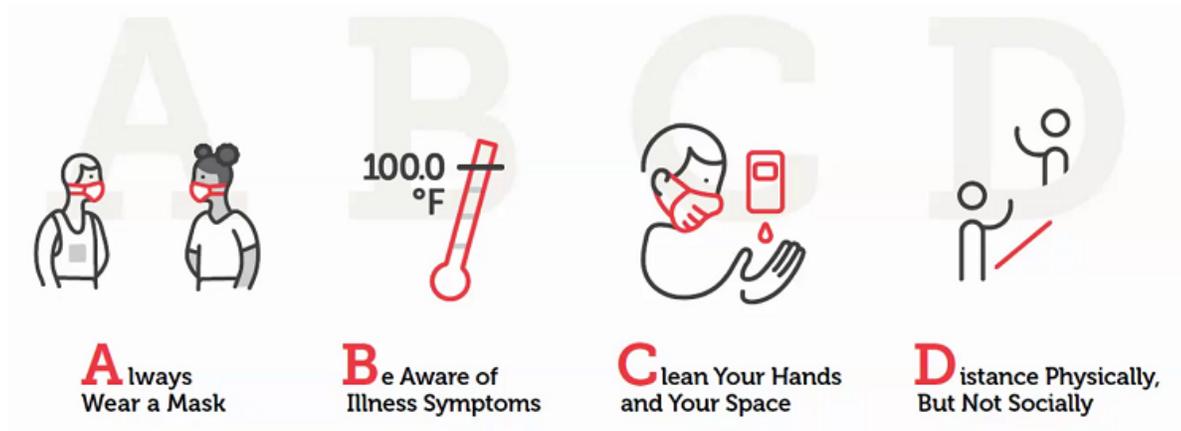
What defines close contact?

Close contact is defined by the Centers for Disease Control (CDC) as 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 had close contact with someone who had close contact with another individual 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 Employees²



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](#) – Link includes a 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](#)

² Public School Works – How to Protect Yourself and Others

³ UH Hospitals School Playbook

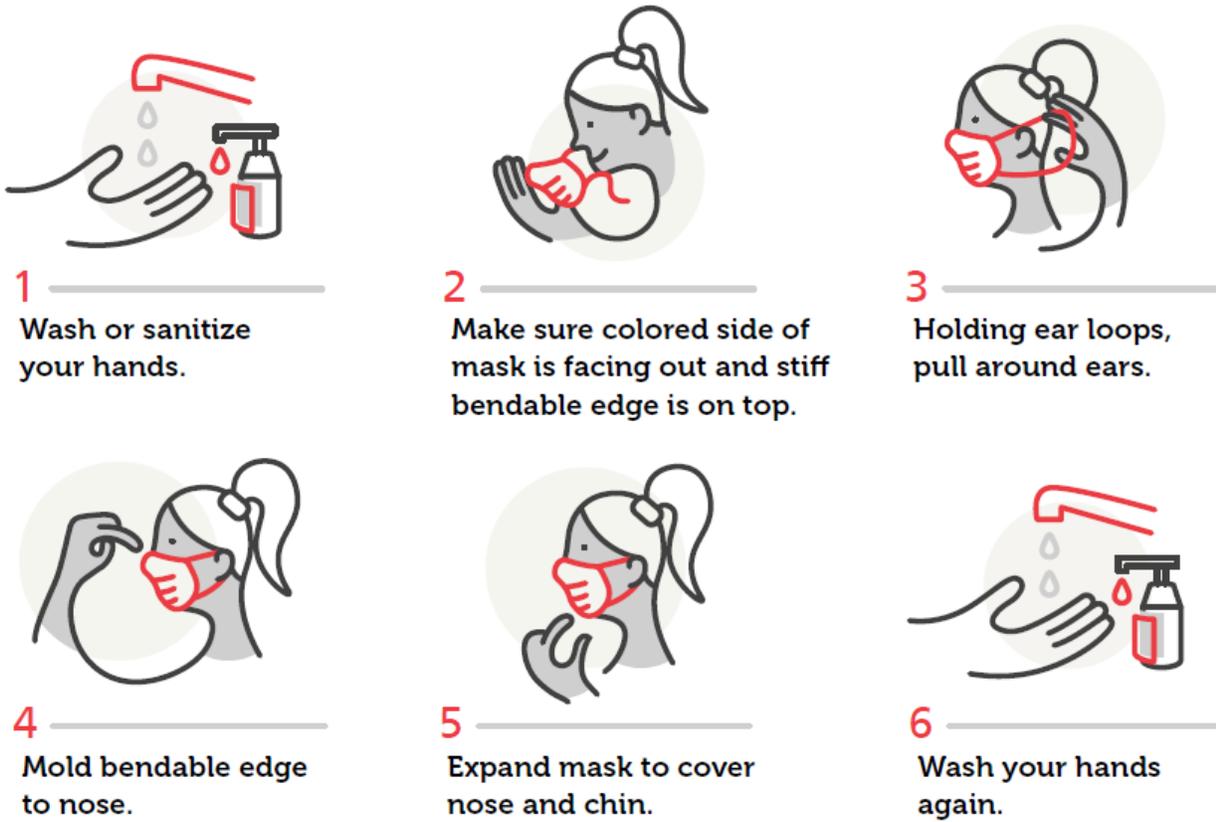
Clean your hands and your space

- 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.
- 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.

How to Properly Wear a Mask



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.

SUPPORT	PROVIDES	HOW TO CONTACT
CMSD Staff COVID-19 Hotline	Live supports for staff concerns related to COVID-19 during business hours; report a positive case, concerns of exposure, or notification of pending testing	216-838-WELL
Americans with Disabilities Act	Request of accommodations; interactive process for identifying reasonable accommodations	<ul style="list-style-type: none"> • Link to Submission Form • Link to Certification Form
Ease@Work	Free and confidential services for: <ul style="list-style-type: none"> • 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
Families First Coronavirus Response Act - Emergency Paid Sick Leave Act (EPSLA) & Emergency Family and Medical Leave Extension Act (EFMLEA)	Federal provisions for paid leave related to specific COVID-19 conditions	<ul style="list-style-type: none"> • Link to Submission Form • Employee Rights Poster • Eligibility Survey
Family and Medical Leave Act (FMLA)	Up to 12 weeks of unpaid leave related to a verified Serious Health Condition	<ul style="list-style-type: none"> • 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 them that they are safe. Let them know that it is OK to feel upset and share with them how you process stress or anxiety so 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 be sent to the Care Clinic for assistance and isolation from others.

- Fever (greater than or equal to 100.4F)
- 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 are completely resolved, 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 in a balanced life 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 Principals Program](#)

Financial

- MetLife RetireWise
- [403\(b\) and deferred compensation](#)
- Will development
- Student loan forgiveness
- Total Rewards 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](#) have 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.

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

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 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](#))
- TELEWORK/REMOTE WORK
- MODIFIED OR PART-TIME SCHEDULE
- MODIFIED WORKPLACE POLICIES
- REASSIGNMENT
- 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
- Awaiting medical documentation
- Public health directives
- Eligibility of employee to return to work
- Changes in government restrictions
- 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 significant difficulty in a pandemic may include but are not limited to:

- providing employees with temporary assignments,
- removing marginal functions, or
- readily hiring temporary workers for specialized positions.

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

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>
- 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.

Families First Coronavirus Response Act

The [Families First Coronavirus Response Act \(FFCRA or Act\)](#) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 from April 1, 2020, through December 31, 2020.

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. has been advised by a healthcare 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 his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Generally, employers covered under the Act must provide employees: Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay or the applicable state or federal minimum wage, paid at:

- 100% for qualifying reasons 1-3 above, up to \$511 daily and \$5,110 total;
- 2/3 daily rate for qualifying reasons 4 and 6 above, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at 2/3 Daily Rate for qualifying reason #5 above for up to \$200 daily and \$2,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

[Employee Rights Poster for the Families First Coronavirus Response Act](#)
[Families First Leave Form for Emergency Paid Sick Leave or Emergency FMLA](#)

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:

- have 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;
- have 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](#)