

CMUSD Employee Guide to COVID-19

CMUSD 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
 - Non-contact thermometers at each location
 - Boxes of disposable masks
 - Cloth masks for each staff member, as well as for students as a back-up
 - Communicator masks for Intervention Specialists/SLP's
 - 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
 - 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
- 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

2021-22 School COVID-19 Procedures

The following protocol apply to all CMSD student attendance sites. School safety teams from 2020-21 will reconvene this fall to ensure that appropriate PPE is in place, accompanied by portable air purifiers and operations related to Care Clinics, check-in protocols, and entry temperature checks.

- 3 feet social distancing
- Universal indoor masking for all teachers, staff, students, and visitors, regardless of vaccination status
- Frequent hand washing and sanitizing protocols
- Single point of entry
- Temperature checks upon entry

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.

- Demonstration of any symptoms consistent with COVID-19, as provided by the 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](#) – includes a guided ‘Self-Checker’.
- Exposure to COVID-19 through [close contact with someone](#) who has tested positive for COVID-19 AND you are not vaccinated AND masks were not consistently worn.
- 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 guidelines towards anticipated return dates for employees.¹ .

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 employeerelations@clevelandmetroschools.org. Employees are responsible for following all standard absence procedures.

1. Not vaccinated persons known to have been exposed to COVID-19 through close contact

- After 7 days if a negative viral test (PCR or antigen) that was performed 5 days after exposure

2. 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.

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

3. 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.

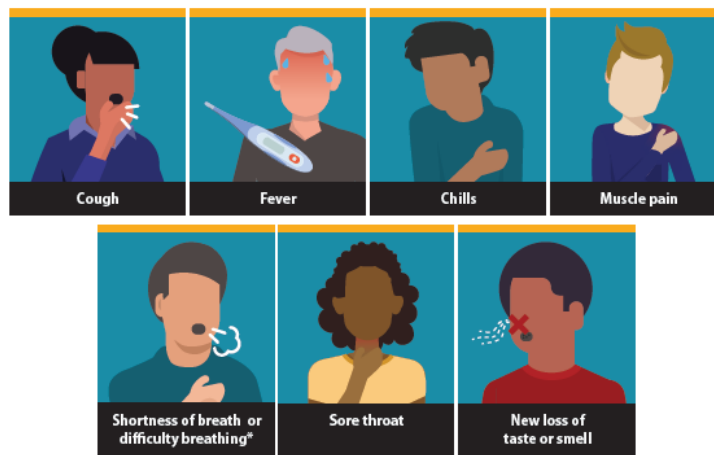
Signs and Symptoms to Monitor

Below are CDC Guidelines 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.

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](https://www.cdc.gov/coronavirus)

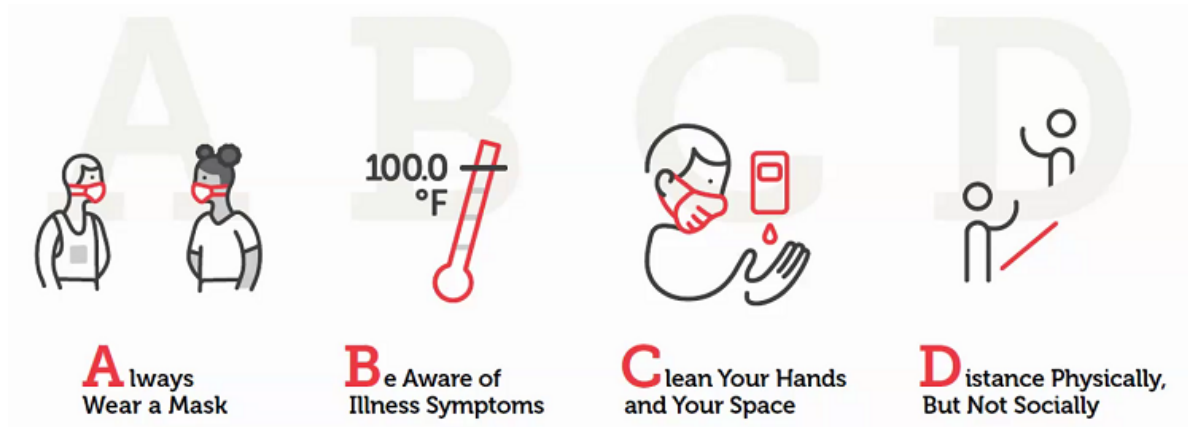
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What defines 'Close contact'?

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 within a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

If an employee has had close contact with someone who meets this definition, they should contact their medical provider or 216-838-WELL for guidance regarding quarantine and next steps.

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](#) – 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.
- 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.

² Public School Works – How to Protect Yourself and Others

³ UH Hospitals School Playbook

How to Properly Wear a Mask



1 _____
Wash or sanitize
your hands.



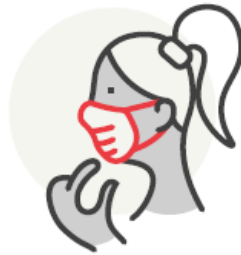
2 _____
Make sure colored side of
mask is facing out and stiff
bendable edge is on top.



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.

Supports Available

If you have concerns related to COVID-19 or impacts it has on your wellness or your ability to work, there are several 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: cmsdisc 1-800-521-3273
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

Emergency Paid Sick Leave and COVID Leave are no longer available. Employees must report absences and use sick/special privilege/vacation accruals for time off. Follow all absence reporting procedures.

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 100.4F)
- 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 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.

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
- MODIFIED OR PART-TIME SCHEDULE
- REASSIGNMENT
- 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 "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:

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)

- to provide employees with temporary assignments,
- to remove marginal functions, or
- to readily hire temporary workers for specialized positions.

If requested accommodation poses an undue hardship, the District and employees should work together to determine if there are any alternatives 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, online seminar 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.

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. Leaves created through CBA may not be subject to Federal Leave Protections of FMLA.

[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](#)