

CMSD Supervisor's Guide to COVID-19

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CMSD COVID Support Hotline (216-838-WELL)

If an employee indicates a positive COVID-19 test result or concern regarding their health, direct them to contact the CMSD COVID Support Hotline at 216-838-WELL as soon as possible.

The CMSD COVID Support Hotline is staffed with trained school nurses who will guide the employee through next steps. In event of a positive test, school nurses will coordinate with local health departments and provide next steps to Facilities, Talent and Communications departments, while also keeping supervisors updated.

If the employee is at work when experiencing symptoms, direct them to the established facility Care Clinic or to their home if transportation is available. Care Clinics are located in proximity to building exits and provide the employee with phone and internet access, bathroom access and sanitation supplies while the employee or student awaits transportation. The employee should call 216-838-WELL as soon as they are able and the supervisor should report the concern through the link provided below.

Employee Submission: 216-838-WELL

Supervisor Submission: 216-838-WELL

Related Links:

[Establishing a Care Clinic](#)

Supervisor Reporting of COVID-19 Concern

In compliment to the Support Hotline (216-838-WELL), supervisors are to submit concerns to our COVID Response Team through the hotline as well. An employee should always contact the CMSD COVID Support Hotline in addition to supervisor reporting; all information received will be connected for informing next steps.

When to file a Report:

- Employee has self-reported a positive COVID-19 test
- Employee has confirmed having had close contact with an individual who tested positive for COVID-19
- Employee has exhibited symptoms of COVID-19 and has been sent home from work

Employee Submission: 216-838-WELL

Related Links

[How to address an employee with symptoms](#)

[When should an employee return to work?](#)

[When should a student return to school?](#)

General Guidance for Supervisors

Basic steps and guidance to know, provided in greater detail throughout this guide:

1. **Do not disclose the identity of any staff who tested positive to the school community – this is protected health information and should not be shared or disclosed to staff, scholars or community**
2. Point employees to the COVID Support Hotline at 216-838-WELL
3. Promote A-B-C-D Self-Care and enforce PPE requirements
4. Submit your concerns to the COVID Response Team by calling 216-838-WELL
5. Establish and utilize the Care Clinic whenever there is concern related to symptoms
6. Local health authorities will communicate with individuals (related to a test or exposure); CMSD will communicate with larger audiences (e.g. classroom/staff) after conferring with local health authorities

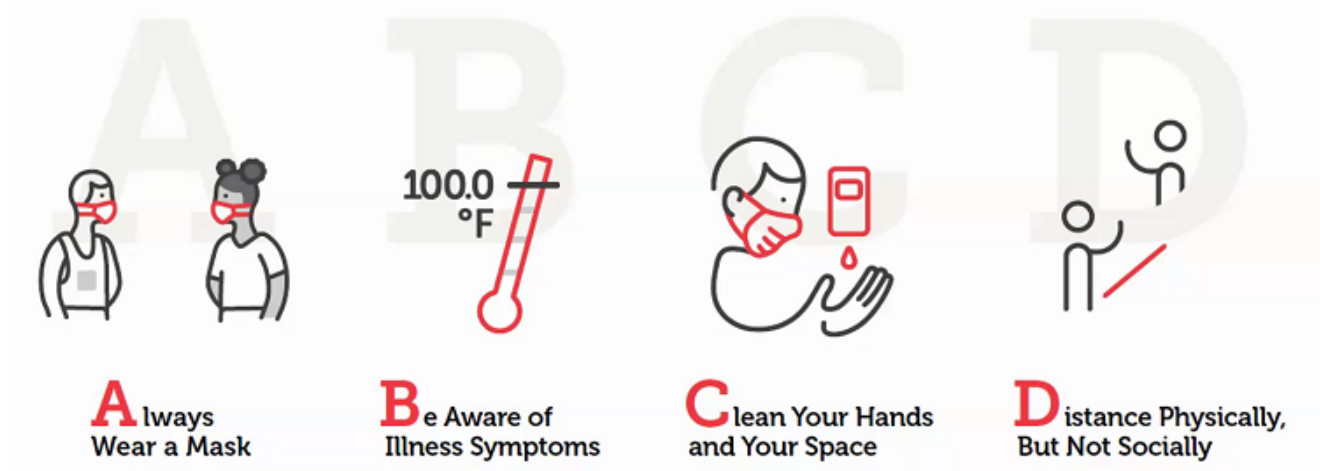
CMUSD Safety Provisions

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
 - Thermal cameras
 - 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
 - Disinfectant spray bottles and paper towels for every classroom
 - N-95 Masks for Care Rooms
 - Foot pump dispenser at entrance areas
 - Counter/Desktop 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

Self-Care for Employees¹



2

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 100F)
 - 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.

¹ Public School Works – How to Protect Yourself and Others

² 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.

3

Signs & Symptoms to Monitor - Screening Workflow

Below are CDC Guidelines regarding symptoms to monitor in the workplace and corresponding screening questions. If an employee demonstrates these symptoms, ask the employee to step aside to a private space (with social distancing) and note your observation of their symptom(s). Check their temperature and follow the steps below to determine whether the employee should leave work and seek medical guidance.

If an employee does not comply with a temperature request, inform them that this measure is an established safety protocol and ask them again to complete the assessment. If the employee continues to not comply, the employee should be sent home or isolated from staff and students until transportation home is available.

If the employee is experiencing trouble breathing, persistent pain or pressure in their chest, an inability to wake or stay awake, has bluish lips or face or has new confusion, the employee should seek medical care immediately, as these are emergency warning signs of COVID-19.

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



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.

Effective Screening Procedures:

1. Check Employee Temperature

IF the temperature is **over** 100F

- Send the employee home OR
- Place the employee in a Care Room for safe distancing from staff and students until they can obtain transportation home

IF the temperature is **under** 100F

- Ask if the employee has a new cough, fever or shortness of breath
- Ask if the employee has traveled to an area with a current COVID-19 outbreak in the past 14 days
- Ask if the employee has had exposure or contact with COVID-19 suspected or diagnosed individuals in the last 14 days without a mask

2. IF **'Yes'** to any of the above

- Send the employee home OR
- Place the employee in a Care Room for safe distancing from staff and students until they can obtain transportation home

IF **'No'** to all of the above

- Proceed to work

How to Address an Employee Displaying Signs or Symptoms

If the employee has symptoms consistent with those provided by the CDC, the employee should have their temperature checked and respond to prompts provided on the [Symptoms to Monitor and Screening Workflow](#). If the employee reports to a supervisor other than yourself (e.g. Assistant Principal observing symptoms of a Security Officer), complete the assessment and notify their direct supervisor. Whenever possible, this assessment should be completed with the supervisor and a school nurse (or second supervisor) for assistance.

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.

Temperature checks are considered to be a medical examination under federal guidance. As a result, the conversation below to be held with the employee in a private setting, adhering to social distancing

"I noticed that you have some signs or symptoms that consistent with COVID-19. To ensure that you are safe, we need to ask for a temperature check and ask you a few quick questions."

Take temperature...

If over 100F – *"Your temperature is currently reading [temperature], which is above the 100F guidelines. We need to ensure that you do not continue work today and are connected with a medical provider. Do you have transportation home? Do you feel capable of driving home? If you do not have transportation available, we have a space for you to make a call and await a ride. Are there any personal belongings we can collect for you?"*

If under 100F – *"Your temperature is currently reading [temperature]. Do you have a new cough, fever or shortness of breath? Have you traveled to an area with a current COVID-19 outbreak in the past 14 days? Have you had exposure or contact with COVID-19 suspected or diagnosed individuals in the last 14 days without a mask?"*

If 'Yes' to any of the questions above...

"We need to ensure that you do not continue work today and are connected with a medical provider as soon as possible. Do you have transportation home? Do you feel capable of driving home? If you do not have transportation available, we have a space for you to make a call and await a ride. Are there any personal belongings we can collect for you? As soon as you arrive home, or while you wait for a ride, we need you to call our COVID Support Hotline at 216-838-WELL and someone will be in touch with you shortly regarding next steps."

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 regarding next steps and direction on when to return to work.

Note: an individual who has had close contact with someone who had close contact with an 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 their symptoms.

How to Address a Positive Diagnosis⁴

If the employee is onsite when the diagnosis is revealed the employee should be advised to seek medical attention and return home immediately. If transportation is not immediately available, the employee should be

⁴ Employer Guidelines – Responding to a Positive COVID-19 Diagnosis in the Workplace, Ballard Spahr LLP March 26, 2020

directed to the Care Clinic at the site until transportation is available. Upon arrival home, or while awaiting transportation, the employee should contact the COVID Support Hotline (216-838-WELL). Supervisors should also report the concern and directive to send the employee home to the COVID Response Team.

Employee Submission: 216-838-WELL

Supervisor Submission: 216-838-WELL

The following conversation should take place, either in person (if an employee is onsite at the time a diagnosis is revealed), or by telephone.

Thank you for letting us know about your diagnosis. We hope you and your family take whatever steps are necessary to focus on your health. Let us know if we can help in any way. We want to be sure we take appropriate steps to address the safety and work issues. Given your diagnosis, we ask that you follow guidance from your healthcare provider and local healthcare authorities before returning to work.

*Please contact the CMSD COVID-19 Support Hotline for assistance in next steps, **216-838-WELL**. They will help you determine next steps and connect you with supports as soon as possible.*

'When can an employee return to work?'

Personal Concerns

- Do you have any personal property at work that you need or would like?
- Is there anything that we can do that would be helpful to you?
- Note that Emergency Paid Sick Leave (EPSLA) is available to staff through the Families First Coronavirus Response Act and that the employee will be contacted by the Talent Department regarding these provisions.
- Discuss the availability of Ease@Work during this period of time at 1-800-521-3273, which includes private and confidential services for Counseling, Medical Advocacy, Legal/Financial Resources, Wellness and other areas of support.

Work Concerns

- Discuss any questions about coverage and transition of work with the employee.
- Discuss whether the individual wishes to work remotely (assuming appropriate for the job) and how to request consideration for remote work.
- Discuss any recommendations as to which job duties or upcoming projects are essential
- Are there any employees with whom you work, or who are cross-trained in your area, who could assist with your job duties in the next few weeks?

When Should an Employee Return to Work?

Updated by the CDC⁵ as of July 29, 2020

The guidelines below from the CDC are provided towards a perspective on anticipated return dates for employees.⁶ 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.

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

- 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 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:

- 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.

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

When Should Students Not Be At School?

If students present any of the following symptoms of COVID-19, they should be sent home as soon as possible.

- Fever (greater than or equal to 100 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

Is the Child in Distress?

If Yes, Call EMS for:

- Color change
- Altered mental status
- Respiratory distress
- Persistent chest pain

If No, Call Guardian

- Student will need to leave school as soon as possible.
- Isolate while waiting

When Can Students 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

Building Entry and Check-in Procedures

Staff designated for completing temperature checks include: school-based administrators, supervisors, school nurses and security personnel. A school-based administrator should complete a self-assessment of temperature and symptoms before reporting to work each day and ensure that they are the first employee on site.

Upon arrival, the school-based administrator should open the single-point of entry for the building and remain available to monitor arrival of staff until other designated staff for temperature checks have arrived and had their temperature assessment completed.

All staff, students and visitors will report to the dedicated entry of the building, with security personnel completing the temperature check alongside standard security checks for safety.

If personnel completing temperature checks discover a temperature at or above 100F, that individual should inform the staff, student or visitor of their temperature being above the 100F threshold and then:

1. Ask visitors to return at a later date when their symptoms are resolved. Encourage them to call the school office for questions or needs.
2. If a student is accompanied by a guardian, ask them to return home, contact a medical provider and monitor symptoms. If a student is not accompanied by a guardian, call the office, a supervisor or a school nurse to guide the student to the Care Clinic.
3. If a staff member, contact a supervisor to report to the check-in area. Guide the staff member to a space where they are not in proximity of other reporting staff, students or visitors while awaiting supervisor arrival. Supervisors will confirm the temperature, direct staff to return home and provide them with the 216-838-WELL number for reporting their symptoms and next steps. If transportation is not available, the staff member should be guided to the Care Clinic until such transportation is available.

Establishing a Care Clinic

Each school and facility need to have a Care Clinic designated for effective isolation of staff and scholars who exhibit symptoms or receive notification of having been exposed to COVID-19 through a confirmed close contact. Care Clinics should be established with the following guidelines in mind:

- Care Clinics should be distinctly separate from traditional health service rooms (Well Clinics) to ensure that COVID-19 symptoms are not exposed to staff or scholars attending to routine health services (e.g. medication administration)
- Close proximity to building exits is ideal
- Phone and internet access for ensuring communication to families or transportation should be readily available
- Dedicated bathroom access for staff or students in the Care Clinic is ideal

If you have questions regarding the establishment of a Care Clinic in your building, please contact your school nurse for next steps. Administrators, school nurses and building custodians should establish Care Clinics in partnership together.

Employee Supports Available

If an employee is demonstrating symptoms, receives notice of a positive test or has other concerns related to COVID-19 and potential exposure, there are a number of personal concerns 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 towards 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

Scenario 1 – An employee has tested positive for COVID-19

1. Inform the employee they should adhere to direction given by their health care provider and not return to work until [CDC guidance towards quarantine and care are satisfied](#).
2. Have the employee contact the CMSD COVID Support Hotline (216-838-WELL) to report their positive test. The employee should be prepared to provide the following information to ensure that CMSD can take appropriate follow-up with local health authorities, implement cleaning procedures and ensure support of the employee.
 - Contact information for the employee
 - Last day at worksite and areas of the site visited
 - Date symptoms (if any) first began
 - Date of testing
 - County or residence
 - Any record of confirmed positive case for reference
3. Submit a notice through our reporting form, [located here](#)
DO NOT notify potential contacts without guidance from the COVID Response Team. Local health department personnel will conduct contact tracing and notify impacted individuals.
4. The Facilities Team is automatically notified by our Response Team and will contact you regarding any work spaces that need to be closed and cleaned. If there are known areas that demand immediate attention or are high-traffic areas, contact Facilities directly for next steps.
5. Continue to reinforce social distancing and PPE measures at your worksite.

Scenario 2 – An employee is exhibiting symptoms of COVID-19

If an individual exhibits symptoms consistent with COVID-19, the individual will be **presumed to have COVID-19**.

1. Follow the guidance above regarding [How to Address an Employee Displaying Symptoms](#).
2. Inform the employee they should follow direction from their health care provider and not return to work until they have met the guidance for doing so.
3. Have the employee contact the CMSD COVID Support Hotline (216-838-WELL) to report their positive test. The employee needs to be prepared to provide the following to ensure that CMSD can take appropriate follow-up with local health authorities, implement cleaning procedures and ensure support of the employee.
 - Contact information for the employee
 - Last day at worksite and areas of the site visited
 - Date symptoms (if any) first began
 - Date of testing
 - County or residence
 - Any record of confirmed positive case for reference
4. Submit notice to the COVID Response Team through our reporting form, [located here](#) - this information will be collected and merged with the information from the employee on their phone call to create an action plan for next steps with partnership from local health authorities.
5. The Facilities Team will contact you regarding workspaces that need to be closed and cleaned. If there are areas that demand immediate attention or are high-traffic, contact Facilities directly for next steps.
6. Continue to reinforce social distancing and PPE measures at your worksite.

Scenario 3 – An employee is a close contact of someone with symptoms or has COVID-19

A close contact is defined as any individual who was 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). An employee may have knowledge of being a close contact by direct relationship with someone who has had a confirmed test (e.g. spouse or child), or through notification from local health authorities.

1. Thank the employee for their update and encourage them to take measures to quarantine in compliance with guidance from local health authorities, while also contacting their medical provider. Emphasize adherence to the direction of healthcare authorities and not to return to work until cleared to do so.
2. Have the employee contact the CMSD COVID Support Hotline (216-838-WELL) to report their positive test. The employee needs to be prepared to provide the following to ensure that CMSD can take appropriate follow-up with local health authorities, implement cleaning procedures and ensure support of the employee.
 - Contact information for the employee
 - Last day at worksite and areas of the site visited
 - Date symptoms (if any) first began
 - Date of testing
 - County or residence
 - Any record of confirmed positive case for reference
3. As a supervisor, submit a notice to the COVID Response Team through our reporting form, [located here](#) - this information will be collected and merged with the information from the employee on their phone call to create an action plan for next steps with partnership from local health authorities.
4. The Facilities Team is automatically notified by our Response Team and will contact you regarding any work spaces that need to be closed and cleaned. If there are known areas that demand immediate attention or are high-traffic areas, contact Facilities directly for next steps.
5. Continue to reinforce social distancing and PPE measures at your worksite.

Scenario 4 – An employee is a close contact of a close contact of a positive test for COVID-19

Close contacts are defined as any individual having been within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (for asymptomatic patients, 2 days prior to positive specimen collection).

An individual who has been in close contact of another person who has been in close contact with someone who has tested positive for COVID-19 should not be considered as having been exposed directly. Encourage the staff member to monitor their symptoms and continue reporting to work.

Continue to reinforce social distancing and PPE measures at your worksite.

Scenario 5 – An employee who tested positive was in a classroom setting. What do I do?

Individuals should be contacted by local health authorities; as an employer, our focus is towards broad communications and actions, addressing the classroom and workplace, updating staff and families as needed.

A confirmed positive case will be reported to local health departments who will initiate an interview with the staff member and notify close contacts identified. If staff or students are identified as close contacts, they will receive that notification and quarantine guidance from the local health department.

Do not notify employees or students regarding potential close contact. Local health authorities will provide notification and be able to effectively respond to any concerns that follow.

As a District, it is important that we address cleaning protocol and assess next steps with local health authorities as soon as possible. Upon receiving notice of this case, submit the concern through the link below. The COVID

Response Team will review the information in partnership with health authorities and offer guidance towards communications that need to be sent to staff, families and students.

Supervisor Submission: 216-838-WELL

Scenario 6 – An employee recently returned from out-of-state travel. Can they return to work?

Possibly – the Ohio Department of Health has issued a Travel Advisory for protecting against COVID-19 through travel associated with states whose reporting of positivity rates exceed 15%. Any staff traveling from one of the states identified is advised to self-quarantine for 14 days after leaving those locations.

Check the COVID-19 Travel Advisory site for guidance regarding which states warrant quarantine. This guidance is updated regularly, so please check for updates as inquiries arise.

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>

If the employee traveled from one of these identified states, send them home and advise them not to report to work for 14 days. Provide the employee with information regarding their potential eligibility for up to two-weeks of Emergency Paid Sick Leave (EPSLA) and send them the following form and directions to apply.

- [FFCRA Poster for Employee Rights](#)
- [Families First Leave Form](#)
- [Submission Directions for Leave Request](#)

Scenario 7 – An employee indicates that they have a medical concern that prevents them from adhering to PPE and/or other safety protocol

In the event that an employee has a serious health condition or disability that prevents them from adhering to direction regarding PPE or safety protocol, inform the employee of the ADA Submission Process below and ask them to either adhere to the protocol as provided until accommodations have been granted, or to leave the workplace, reporting sick leave, until such accommodations can be secured.

- Link to the Reasonable Accommodations Request Form: <https://app.smartsheet.com/b/form/fb1415d90e51499ea45b93f4bb470674>
- A Talent Department designee will contact the employee and the supervisor regarding information received (and/or request additional information from the employee to certify their condition) and schedule an informal meeting toward discussing requested accommodations.

Next Steps of Support from CMSD

Following the identification of a positive case through a call to the CMSD COVID Support Hotline, you can expect the following measures to be taken within 24 hours:

- Supervisor notification of the positive case (if not already known/reported).
- Local Health Department notification of the positive case – notice provided to the health department in which the employee lives, as well as to the Cleveland Board of Health (employer jurisdiction).
- Notification (as supervisor) towards any staff identified as having had close contact with the employee who tested positive **and** a confirmation of those staff having been notified.
- Notification towards areas identified as having been occupied by the staff member, as recorded through interview with the staff member.
- Consultation regarding closure of areas within the facility/school or closure for a period of time.
- Confirmation of dates and times in which cleaning and sanitization efforts will be implemented.
- Guidance toward communication(s) to send to the attention of staff.
- Guidance toward communication(s) to send to the attention of families and students.

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 circumstances⁷), the [Centers for Disease Control and Prevention \(CDC\)](#) has identified several underlying medical conditions that put people at increased risk for severe illness if contracted⁸ 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>

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 be between the employee's impairment and specific requested accommodation (ADA is not applicable to family member disabilities).

EXAMPLES OF REASONABLE ACCOMMODATIONS

- LEAVE OF ABSENCE ([EPLA-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.

⁷ Job Accommodation Network - The ADA and managing reasonable accommodation requests from employees with disabilities in response to COVID-19 (March 2020)

⁸ Centers for Disease Control and Prevention - People Who Need to Take Extra Precautions (July 2020)

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, employers 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, relationships and health 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.

The screenshot displays the Ease@Work website. At the top, the logo 'EASE@WORK' is visible, followed by a navigation bar with categories: FAMILY, HEALTH, FINANCIAL, CAREER, LIVING, MILITARY, and COLLEGE LIFE. A search bar and social media icons are on the right. The main banner features the headline 'How to Manage Job Stress and Build Resilience During the COVID-19 Pandemic' over an image of hands on a laptop. To the right, a 'Need Help?' section offers a 'Connect with a qualified counselor today' link, a phone number '800-521-3273' for '24/7 Toll-Free Support', and a 'Chat & Video' option for 'Live Chat Support Request'. Below the banner, an 'Articles' section shows three featured articles: 'A Well-Aged Mind' (Maintaining your cognitive health), 'Yoga: What You Need To Know' (What is yoga and how does it work?), and 'If You are Facing Financial Difficulties as a Result of the Pandemic'. On the right, a 'MY BENEFITS' section promotes a webinar 'Dealing with Grief and Loss' on 08/12/2020 at 12:00 PM, with buttons to 'REGISTER FOR THIS EVENT' and 'UPCOMING EVENTS'. The footer includes the text 'Welcome to your Marketplace!'.

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 health care 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:

- 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).

In order to be eligible to take leave under an employee’s bargaining unit agreement, an employee should refer to their 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](#)

Employee Wellness

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 (MetLife and Ease@Work)
- 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 (Weight Watchers)
- Healthcare Provider Resources

Emotional

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

Social

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



Flowchart for Student Health Concerns

