



## UPDATE -- FAQ for WGSD Employees

As of March 18, 2020, the WGSD will be closed due to the Coronavirus (COVID-19). After careful deliberation and consideration, we will remain closed until April 22, 2020; this includes all activities and outside use of WGSD facilities. This is subject to change as we continue to learn about the impacts of the Coronavirus on our world.

The health and safety of our students and employees is our highest priority. We are all navigating this rapidly-evolving and unprecedented situation related to the novel coronavirus. We want to assure you that staff and students are the focus of all planning and decision-making, while also understanding that we have a responsibility to our community and a shared responsibility to continue to care for and educate our students.

### **I am worried about missing work. What should I do if I or someone in my household feels sick?**

***While we understand this concern, the current health of our community and world is currently compromised. Please note, this is not a time to be concerned about missing work if you are sick. If you are having flu-like or coronavirus symptoms (cough, fever, shortness of breath), please stay home and consult a physician.*** We do hope the questions within this document will assist everyone as we monitor this situation. If not, please email us at [hrc@wgmail.org](mailto:hrc@wgmail.org)

### **Should I report to work during District closure?**

District level administration such as principals, supervisors, directors, administrators, as well as custodians and maintenance staff may be required to report to work to continue business operations (ex: payroll). These staff members would need to continue ensuring

the safety and health in our facilities, or to ensure effective communication and responsiveness.

We may employ social distancing in these instances; in addition employees will be asked to engage in high levels of safety precautions (i.e. regular hand washing, wearing protective masks as applicable, etc.). Federal, state, and local agencies may make mandates that change our response, so please continue to check this FAQ page for updates and your WGSD email.

### **Will hourly employees continue to be paid during an emergency closure?**

During the days of emergency closure (March 23-April 22), ALL district employees will be paid without using accrued leave. These dates do not include our Spring Break, March 16-20. During the district's Spring Break, considering most of our staff work during this period, all of the pay rules will apply as usual. The Facilities Department (custodial and maintenance) may be required to report to work to continue deep-cleaning efforts at various times throughout District closure. This will be under the advisement of the health department and other sanitation entities.

Pay for all staff will remain in place during this emergency closure, currently up to April 22, 2020.

In addition, during this time, further instructions will be coming from administration regarding instruction and how we support children's learning during this time. Staff will be required to perform work related tasks from home, unless an illness prevents this from occurring. In this case, please contact [hrc@wgmail.org](mailto:hrc@wgmail.org) to ensure we can provide you with the support you need and families with an update with regard to their child/children's learning.

### **If a support staff employee has worked less than one year, how will the time off be handled?**

The NEW legislation that expires December 31, 2020 requires employers with ***fewer than 500 employees and all public (governmental) employers*** to provide emergency paid sick leave. The Department of Labor (DOL) may exempt businesses with fewer than 50 employees. Employers may exclude employees who are health care providers and emergency responders. In addition, the DOL may exclude health care providers and emergency responders.

Full Time Support Staff with less than one year of experience in WGSD:

\*Eligible for 10 personal illness days, during your first year of employment

Or

Part time Support Staff with less than one year of experience in WGSD:

\*Not eligible for any personal illness days, via WGSD, during the first year of employment

However, due to the new federal legislation, full time and part time support staff employees would receive 10 additional emergency paid sick leave if the employee meets any or all of the following criteria:

- The law generally requires 2 weeks of emergency paid leave.
- For full-time employees, employers would provide 80 hours of paid leave.
- For part-time employees, employers would provide the average number of hours the employee works over a 2-week period.
- Emergency paid sick leave will be available to employees regardless of how long they have been employed by the employer.
- Emergency paid sick leave will be available if employees are unable to work or telework because the employee:
  - Is subject a federal, state or local isolation order related to COVID-19
  - Has been advised to self-quarantine
  - Is experiencing symptoms of COVID-19
  - Is caring for an individual who is subject to an isolation order or who has been advised to self-quarantine
  - Is caring for a son or daughter because the child's school or place of care is closed, or the child care provider is unavailable due to COVID-19 precautions
  - Is experiencing any other substantially similar conditions specified by the Secretary of HHS, Treasury and Labor.
- The leave generally will be paid at the employee's regular rate of pay, to a maximum of \$511 per day (to a maximum of \$5,110 for the two-week emergency paid sick leave period). For employees, taking leave to care for a family member who is subject to an isolation order or self-quarantine instruction, is caring for a child because school is closed or child care is unavailable, or is taking leave for other conditions established by the HHS, DOL or Treasury, the leave will be paid at two-thirds the employee's regular rate of pay, up to \$200 per day (to a maximum of \$2,000).
- The emergency paid sick leave could be used by the employee before any existing leave available to the employee.
- Employers are prohibited from discharging, disciplining or otherwise discriminating against employees who take emergency leave under the legislation. Nothing in the legislation should be construed to diminish the rights or benefits an employee is entitled to under other federal, state or local laws, collective bargaining agreements or existing employer policies. Nothing shall be construed to require that the employer pay or reimburse employees for unused emergency paid leave upon the employee's separation from service.

- The provision is effective as of April 2, 2020 and sunsets on December 31, 2020.

*\*Per Policy GCBDA, Webster Groves School District requests that employees submit medical documentation from the employee's and/or family member's physician confirming absences after the third consecutive day.*

## **If an employee is required to quarantine, how will the time off be handled?**

If you self isolate due to exposure, a doctor recommends you quarantine due to existing medical health conditions or the health department mandates that an employee is quarantined, the employee will utilize his/her sick time. In these cases, proper documentation would need to be submitted into the Human Resources Department. Without documentation, the employee(s) will be penalized for the time utilized. This does not include staff who self isolate at the directive of WGSD or due to the district closing its doors.

### **Elective quarantine**

If an employee chooses to self-quarantine for personal reasons and NOT for exposure to the virus (illness related), they would need to utilize their personal leave and/or vacation time, if applicable.

### **Elective quarantine for family reasons:**

Per the new Federal Legislation,

- Emergency paid sick leave will be available to employees regardless of how long they have been employed by the employer.
- Emergency paid sick leave will be available if employees are unable to work or telework because the employee:
  - Is caring for an individual who is subject to an isolation order or who has been advised to self-quarantine
  - Is caring for a son or daughter because the child's school or place of care is closed, or the child care provider is unavailable due to COVID-19 precautions
  - Is experiencing any other substantially similar conditions specified by the Secretary of HHS, Treasury and Labor.
- The provision is effective as of April 2, 2020 and sunsets on December 31, 2020.

*\* See above question and answer regarding pay.*

*\*Per Policy GCBDA, Webster Groves School District requests that employees submit medical documentation from the family member's physician confirming employee's absences after the third consecutive day.*

If you have questions or concerns about how this may impact you, you can contact [hrc@wgmail.org](mailto:hrc@wgmail.org) for guidance.

### **What if an employee has a child who is quarantined or attends a childcare facility that closes due to coronavirus and the employee has to stay home to care for the child?**

It is our hope that schools and child-care facilities will have a unified and cohesive response to community closures. If WGSD is open and an employee needs time off to care for a dependent, per the new Federal Legislation, the employee would receive 10 additional emergency paid sick leave if the employee meets any or all of the following criteria:

- Emergency paid sick leave will be available to employees regardless of how long they have been employed by the employer.
- Emergency paid sick leave will be available if employees are unable to work or telework because the employee:
  - Is caring for an individual who is subject to an isolation order or who has been advised to self-quarantine
  - Is caring for a son or daughter because the child's school or place of care is closed, or the child care provider is unavailable due to COVID-19 precautions
  - Is experiencing any other substantially similar conditions specified by the Secretary of HHS, Treasury and Labor.
- The provision is effective as of April 2, 2020 and sunsets on December 31, 2020.

If the WGSD employee needs additional time off to care for a dependent, the employee would need to use time from his or her family illness, personal leave, and/or vacation time, after the emergency paid sick leave has been exhausted.

*\* See above question and answer regarding pay.*

*\*Per Policy GCBDA, Webster Groves School District requests that employees submit medical documentation from the family member's physician confirming employee's absences after the third consecutive day.*

### **What if I have a health condition, live with an older adult, or someone in my family has heart disease, diabetes, lung disease or are otherwise immunocompromised?**

Please complete the WGSD COVID-19 High Risk Notification Form <https://forms.gle/eDVCjDCAkjW5LwjV9> to make us aware of individual concerns. As our federal, state, and local governments work through this unprecedented situation, guidance will likely be given and further assistance is expected. We care about you and your families,

and we are happy to find answers to your questions and work with you through individual circumstances.

### What if an employee has traveled or plans to travel?

If you choose to travel to a country with a CDC Level-3 Health Notice, the WGSD will require you to isolate yourself until you are cleared by a medical professional. The level 3 list can be accessed using the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

If you are quarantined, please email [hrc@wgmail.org](mailto:hrc@wgmail.org) with the following information:

1. Name
2. Position/Title
3. Building/Location
4. Estimated or actual length of time quarantined
5. Current location

Medical documentation would need to be provided upon your return. Please monitor the news and current events during this time. Matters and decisions are changing daily.

### Who will be compensated during this time?

During the emergency shut down of WGSD, ALL staff will be compensated at their regular pay rate (March 18-April 3), *unless prior agreed upon stipulations have been communicated to the employee.* **Please see the chart below regarding time and attendance beginning March 23, 2020.**

Employee Group	Employee Responsibility	Administrator Responsibility
Teachers, Counselors, Social Workers, Specialists, Nurses, Coordinators, Librarians	Work at least a 6 hour day each day of the work week  Read and follow the steps outlined in the <a href="#">Alternative Learning Plan</a>	Ensure staff have communicated a plan for support and communication with families daily
Support Staff Admin Assistants Secretaries Office Assistants	Clock in and out, utilizing Paycom, for the time you worked from home *Your supervisor will	Verify the time is accurate per the agreed upon employment letter per the guidelines via the Business

Receptionists Technology Staff All Aides Tutors/Interventionist Crossing Guards Specialists (Data, SIS, etc.) Bookkeeper Parent Educators	provide you guidance with regard to your daily/weekly workload.	Office/Payroll calendar <i>**Include a note stating the time has been adjusted per District Emergency Closure Procedure</i>
Custodians Grounds/Maintenance	Clock in and out, utilizing Paycom, for the time you worked	Verify the time is accurate per the agreed upon employment letter per the guidelines via the Business Office/Payroll calendar <i>**Include a note stating the time has been adjusted per District Emergency Closure Procedure</i>
Adventure Club Managers	None	None
Adventure Club Assistant Managers	Clock in and out, utilizing Paycom, for the time you worked from home	Verify the time is accurate per the agreed upon employment letter per the guidelines via the Business Office/Payroll calendar <i>**Include a note stating the time has been adjusted per District Emergency Closure Procedure</i>
Group Leaders and Site Assistants	Group Leaders and Site Assistants will be paid for a period of time with an average cost of your salary. You will be paid through April 3rd, not including Spring Break.	Verify the time is accurate per the agreed upon employment letter per the guidelines via the Business Office/Payroll calendar <i>**Include a note stating the time has been adjusted per District Emergency Closure Procedure</i>
Everyday/Long Term Subs	Clock in and out, utilizing	Verify the time is accurate

<p>*Subs who have a permanent assignment, ie. maternity coverage, everyday subs (4 and 5 day), long term subs</p>	<p>Paycom, for the time you worked from home</p>	<p>per the agreed upon employment letter per the guidelines via the Business Office/Payroll calendar <i>**Include a note stating the time has been adjusted per District Emergency Closure Procedure</i></p>
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