Frequently Asked Questions - School Employees

This was active until July 21, 2020

*Answers may change due to a change in regulations/conditions. Updates to FAQs anticipated pending federal legislation effective April 1, 2020.

For supervisors:

**What do I do if my employee, who is expected to work, is sick with COVID-like symptoms?**

Direct the employee NOT to come to work and to contact their primary care provider or utilize Live Health Online telemedicine, and follow the advice of the healthcare provider. Supervisors should send sick employees home if they come to work. Do NOT require notes from healthcare providers during the pandemic period.

For employees:

**What does quarantine and isolation mean?**

**Quarantine** in general means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**Isolation** means the separation of a person or group of people known or reasonably believed to be *infected with a communicable disease and potentially infectious* from those who are not infected to prevent spread of the communicable disease. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order.

**How is it different from social distancing?**

**Social distancing** means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

**What is recommended to keep me and my family safe?**

Do the Five.

1. Hands: Wash them often
2. Elbow: Cough into it
3. Face: Don't touch it
4. Space: Keep safe distance
5. Home: Stay if you can

For a comprehensive list or more information visit: [https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html)
Is there a duration on the quarantine period?
14-days, unless directed otherwise by a healthcare provider or relevant government agency.

What about multiple quarantine periods?
If “multiple quarantine periods” refers to this or similar example: an employee who is the parent of two children, where one child is diagnosed. The quarantine period would begin 72-hours after that child is symptom free. If the second child shows symptoms 10-days into the quarantine, a second quarantine period of 14-days would begin 72-hours after the second child is symptom free. (Response is subject to change as CDC doesn’t directly address.)

If we have family members who are in a risk category, may employees who are expected to work self-quarantine?
No, this alone does not qualify. If the family member is told to quarantine per a government agency’s order or health care provider’s order and the employee is a caregiver for that family member, then the employee may use COVID19-Admin Leave to care for the family member who is under quarantine. Additional instructions on how to use these news codes are here.

If caring for a child who it at-risk, does that qualify the caregiver as high-risk?
No, this alone does not qualify. If the child is told to quarantine per a government agency’s order or health care provider’s order, then the caregiver may use COVID19-Admin Leave to care for someone who is under quarantine. Additional instructions on how to use these news codes are here.

Can employees in higher risk group come to work if they prefer to come to work (for those expected to work)? Do we need something in writing from them so that they can come to work?
It is okay for a high-risk employee to come to work if they choose as long they have been provided the option to telework (if possible) or to not work. If an employee chooses not to work then the employee may use COVID19-Admin Leave. Additional instructions on how to use these news codes are here.

After I have been sick, when can I return to normal activities?
People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- If you will not have a test to determine if you are still contagious, you can leave home after ALL of these three things have happened:
  - you have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
  - other symptoms have improved (for example, when your cough or shortness of breath have improved)
at least ten days have passed since your symptoms first appeared

If you will be tested to determine if you are still contagious, you can leave home after ALL of these three things have happened:

- you no longer have a fever (without the use of medicine that reduces fevers)
- other symptoms have improved (for example, when your cough or shortness of breath have improved)
- you received two negative tests in a row, 24 hours apart (your doctor will follow CDC guidelines)

Can people who recover from COVID-19 be infected again?
The immune response to COVID-19 is not yet understood. Patients with MERS-CoV infection are unlikely to be re-infected shortly after they recover, but it is not yet known whether similar immune protection will be observed for patients with COVID-19.

What do I do about my gym membership payroll deductions while the gym is closed?

YMCA members:
If you did not put your membership on hold by Monday, March 30, you are currently considered a sustaining member of the YMCA, and April membership fees were drafted as usual from your March paycheck. As a sustaining member, membership fees paid during the facility closure will be used to support the staff of the YMCA and their ongoing community assistance programs, and can be considered a tax-deductible charitable donation. If you would like to put your membership on hold, please contact Christine Case, Membership Director, at ccase@piedmontymca.org or Roderick Howard, Executive Director/VP of Community Engagement, at rhoward@piedmontymca.org. PLEASE NOTE: If you are putting your membership on hold, you must login to your Greenshades account to disable your payroll deduction for your membership fees: https://www.greenshadesonline.com/SSO/EmployeeApp/#/company/9582/login  The YMCA is unable to do that for you.

ACAC members:
Albemarle County is turning off deductions for ACAC dues; no dues will come out of your paycheck after March 30th. For those of you who did not want to pay April dues (taken out of your March paycheck), the first month that ACAC is open again will be free. For those of you who did volunteer April dues, more details on the incentive will be communicated directly from ACAC at a later date. ACAC requests that you turn your deduction back on when they reopen; payroll intends to re-enable these without individual employee action unless otherwise communicated. If you have any questions, please email acacmembership@acac.com.
Leave questions:

What kind of leave do I take if I am, or an immediate family member is, sick with a non-COVID-19 illness?
If you are expected to work, COVID-19 Admin Leave does not apply. Regular sick leave and any other applicable leave processes would be used in accordance with policy GCC. If you are not expected to work due to the school closure, COVID-19 Admin Leave has already been applied to your timecard.

Should Schools employees currently using FML/sick bank for a non-COVID19-related illness or injury continue doing that, or do they get shifted to COVID19-Admin Leave?
School employees who are not expected to work due to the school closure shall have their FML/sick bank shifted to the COVID19-Admin Leave through April 10, 2020. School essential employees are expected to work and will continue to use their FML/sick bank for non-COVID19-related absence reasons. Post-April 10, answer pending.

What does the term "administrative leave with pay" mean? Is this my own accrued leave?
Administrative leave with pay is leave granted by the employer with no impact on employee's current leave balances. It is a separate category of leave and does not use any of the employee's accrued or earned leave. The new COVID19 - Admin Leave and COVID19 - Temp Pay codes in Kronos will apply to absences/closures due to COVID-19. Additional instructions on how to use these new codes are here.

Is there any discussion going on regarding employees who are expected to work that will potentially have to stay home for childcare while the schools and or day care facilities are shut down?
To best support our community, employees are encouraged to work (including telework) to the best of their ability, and supervisors are encouraged to help employees to telework, which could possibly include doing alternative work that better accommodates this situation. However, if you can't work, or you can only work partial hours, because of a lack of childcare due to a school or daycare facility closure, then employees are allowed to use the COVID-19 Admin Leave code to supplement their time up to their regular schedule. Additional instructions on how to use these new codes are here.

If the daycare isn’t closed, and an employee, who is expected to work, chooses not to send their child to daycare can they use COVID19-Admin Leave?
If you are expected to work, then no, this is not an approved reason to use COVID19-Admin Leave. The school or daycare facility must be closed to use COVID19-Admin Leave. The employee would use accrued annual or compensatory time leave if they are unable to work for this reason. If you are not expected to work due to the school closure, COVID-19 Admin Leave has already been applied to your timecard.

What if my child is sick with COVID-19, what do I do if I am expected to work?
If you are expected to work, you are encouraged to telework if work is available and you are able to do so. If telework is not available, you should notify your supervisor if you are unable to work. COVID19-Admin Leave will be granted up to your regularly scheduled hours. If you are not expected to work due to the school closure, COVID-19 Admin Leave has already been applied to your timecard.

**What if my child is sick but it’s not COVID-19 related, what do I do if I am expected to work?**
If you are expected to work, you are encouraged to telework if work is available and you are able to do so. If telework is not available, you should notify your supervisor if you are unable to work. COVID19-Admin Leave does not apply. Regular sick leave and any other applicable leave processes would be used in accordance with policy GCC. If you are not expected to work due to the school closure, COVID-19 Admin Leave has already been applied to your timecard.

**How is Workers Compensation working with COVID-19 exposures?**
We have developed guidance in conjunction with our Workers Compensation providers - see COVID-19 Workers Compensation guidance in document center.

**Will leave keep accruing for employees who aren’t working?**
Yes, if you are a benefits-eligible employee, leave will keep accruing for employees who are using COVID19-Admin Leave.

**What about impacts on annual leave overflow?**
There are no changes to our annual leave overflow policy at this time.