



863 Sweetwater
Lander, Wyoming 82520
(307) 332-4711 - fax (307) 332-6671
www.landerschools.org

FCSD #1 EMPLOYEE INFORMATION:

As we move into the 2020-2021 school year, we are providing the following information regarding your safe return to work. Fremont County School District #1 remains committed to providing a clean and safe environment for our staff, students, parents, and community members. Measures have been taken to combat COVID-19; this will require the cooperation of all staff. Staff must be prepared to comply with the stated safety measures at all times to aid in this endeavor. We will continue to work with our *State and County Public Health officials, the Wyoming Department of Education, and other agencies regarding appropriate distancing and sanitizing. The following information is for employees regarding potential concerns regarding pay and leave as we return to our buildings.

*Guidance from public health authorities is likely to change as the COVID-19 pandemic evolves. These changes will most likely lead to changes in our processes and practices.

Employees with any of the following COVID-19 symptoms should refrain from coming to work and contact your healthcare provider.

- Fever (100.4 or higher) or chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Fatigue
- Muscle or Body Aches
- Sore Throat
- Headache
- Congestion or Runny Nose
- New Loss of Taste or Smell
- Nausea or Vomiting
- Diarrhea

Return to Work

- Employees are expected to report to work if they are healthy and show no symptoms.
- Employees who show any of the above symptoms must stay home and must provide a release prior to returning to work.
- Employees unable to return to work because of a compromised immune system or other health conditions must provide medical documentation from their health care provider.
- Employees with an illness, injury, or surgery/medical procedure recuperation which lasts longer than three consecutive days must report the incident to the Payroll Office. These incidents will automatically trigger the Family Medical Leave Act (FMLA) requirements.
 - FMLA provides 12 weeks of job protection; however, it is not paid leave. Employees must use all available leave.

- For more information on the use of sick leave, sick leave bank, quarantine information, and physician's notes, please contact your Human Resources Office.
- Working remotely may be a possibility; however, it must be approved by your immediate supervisor and the superintendent or his designee. If remote work is approved, it must follow district guidelines.

Families First Coronavirus Response Act

Employees may be eligible for emergency paid sick leave under the Families First Coronavirus Response Act. Full-time employees are entitled to two weeks (80 hours) of leave, and part-time employees are entitled to the typical number of hours they work in a typical two-week period.

Following are the provisions for the use of this leave:

- The employee is subject to federal, state, or local quarantine or isolation order related to COVID-19.
- The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for an individual who is subject to federal, state, or local quarantine or isolation order related to COVID-19.
- The employee is caring for an individual who has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- The employee is caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of Treasury and the Secretary of Labor.

Employees who feel they are eligible for paid leave under the Families First Coronavirus Response Act due to any of the above situations, should contact Human Resources.

Emergency Family and Medical Leave Expansion Act

Employees must have been employed by FCSD #1 at least 30 days to be eligible for job protection under the Emergency Family and Medical Leave Expansion Act.

- This Act allows FMLA job protection for those affected with COVID-19 related illness and public health emergencies. Traditionally employees must work 12 months or 1250 hours prior to being eligible for FMLA job protection.
- This Act extends these rights through December 31, 2020.