



March 16, 2020

Dear Staff Members:

Given the quickly changing environment surrounding the COVID-19, the School District of Janesville is asking that employees still planning any travel be aware that staff members may need to self-quarantine themselves for a period of two weeks (14 days) after arriving home from their destination.

Consistent with direction from the Rock County Public Health Department, the State Division of Public Health, and the Centers for Disease Control, if staff have traveled to a state or country currently designated as having “community transmission” or “community spread,” staff will be quarantined for 14 days. Community transmission or spread means that transmission is occurring not only through individuals who have traveled, but is expected to be generally prevalent in the community.

Please consult the following map to identify states with community transmission:

<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>. Scroll down to the map and hover your mouse over each state; those that indicate “Community Transmission: Yes” are subject to this rule. While this currently (as of March 16) includes only Washington State, California, Illinois, and New York, please be advised that this map changes daily. The decision for mandated self-quarantine will be determined based on the status of each state *when one returns* from vacation and not when one leaves.

If this circumstance occurs, staff who self-quarantine will be able to utilize their banked accrued sick time after July 1, 2015, on a last in, first out basis (as indicated in the employee handbook).

Employees experiencing either of the above circumstances should follow the process below for absence reporting:

1. Certified staff and paraprofessionals would contact their principals. All other staff would contact their direct supervisor.
2. Certified staff and paraprofessionals would enter their absences into Skyward for a period of no less than 14 days. Certified Staff would then request a substitute (if school is in session), into Frontline. All other staff would follow their department’s normal attendance protocol.

Please refer to these websites for COVID-19 signs, symptoms, and what to do if you are sick:

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

District administration will work with the local health department, staff members(s), physician, and Director of Benefits and Wellness for determinations related to staff health concerns on a case-by-case basis.

Respectfully,

Scott Garner, Assistant Superintendent

**Mission: To serve our community by educating every child.**