



Madison Metropolitan  
School District

# COVID-19 & Returning to Work



# WORKPLACE BEST PRACTICES

It's important to know that not only are you protecting yourself while following best practices, you're also protecting your co-workers, friends, family and students. Below are **5 best practices** to keep in mind while you are working within one of MMSD's buildings.

- **Practice social distancing by keeping at least 6 feet apart** - about the length of a sofa
- **Limit going to areas with high traffic** - breakrooms, small conference rooms, etc.
- **Do not share computers, pens/pencils, or other personal items**
- **Wash your hands frequently** - with soapy water for at least 20 seconds
- **Wear a mask and do not touch your face** - this helps prevent the spread of COVID-19
- **Limit your close contact time to less than 15 minutes** as COVID exposure increases when you are less than 6 feet apart for greater than 15 minutes.
- Additional Health & Hygiene recommendations can be found at [mmsd.org/covid-faq](https://mmsd.org/covid-faq)





# COVID LEAVE OPTIONS

## **I have an underlying medical condition – what are my options?**

Call your healthcare provider to discuss what your risk factors are and whether they will affect your ability to return to in person work. If your healthcare provider determines that you have an underlying medical condition that places you at significant risk for returning to in person work because of COVID-19, you may be eligible to take a Medical Leave of Absence. Issues that impact your availability to work should be documented by your healthcare provider as medical leaves require documentation from your healthcare provider supporting the need for a Medical Leave of Absence.

To request a medical Leave of Absence, begin by completing the online [Request for Leave of Absence](https://mmsd.org/leave). ([mmsd.org/leave](https://mmsd.org/leave)). Additional documentation will be required and will be sent to you once your request has been made.

More information about medical Leaves of Absence can be found on the [MMSD Leaves of Absence](https://mmsd.org/loab) website. ([mmsd.org/loab](https://mmsd.org/loab))





# COVID LEAVE OPTIONS

## **I live with someone who has an underlying medical condition – what are my options?**

Living with a person who has an underlying medical condition will not allow you to take a medical Leave of Absence. If you live with a person who has an underlying medical condition that puts them at a higher COVID-19 risk, and you do not want to return to work in person, you may request an unpaid Leave of Absence.

**Unpaid Leaves are not benefits eligible**, which means that in order to continue your MMSD insurance while on an unpaid Leave, you would have to pay the full cost of your insurance. You would also have the option to cancel your MMSD insurance while on unpaid Leave.

To request a Leave, please complete the online [Request for Leave of Absence](https://mmsd.org/leave). ([mmsd.org/leave](https://mmsd.org/leave)).

More information about medical Leaves of Absence can be found on the [MMSD Leaves of Absence](https://mmsd.org/loab) website. ([mmsd.org/loab](https://mmsd.org/loab))





# COVID LEAVE OPTIONS

## **I have other COVID-19 concerns and do not wish to return to in person work – what are my options?**

If you have other COVID-19 concerns and do not wish to return to in person work, you may request an unpaid Leave of Absence.

**Unpaid Leaves are not benefits eligible**, which means that in order to continue your MMSD insurance while on an unpaid Leave, you would have to pay the full cost of your insurance. You would also have the option to cancel your MMSD insurance while on unpaid Leave.

To request a Leave, please complete the online [Request for Leave of Absence](https://mmsd.org/leave). ([mmsd.org/leave](https://mmsd.org/leave)).

More information about medical Leaves of Absence can be found on the [MMSD Leaves of Absence website](https://mmsd.org/loab). ([mmsd.org/loab](https://mmsd.org/loab))





# COVID LEAVE OPTIONS

**I have an underlying medical condition that will not prevent me from working, but I may need a workplace accommodation so that I can return to in person work – what are my options?**

Workplace accommodations as per the Americans with Disabilities Act (ADA) may be made for employees who have a medical condition that prevents them from being able to return to work in person. Accommodations are not available if you are living with someone who is at a higher risk.

To request an accommodation, contact your healthcare provider to discuss what accommodation you may need in order to return to in person work. Your healthcare provider will need to provide written details about the nature of your disability, the limitations it poses on your ability work in person, and the specific accommodation you are requesting. MMSD will assess requests for reasonable accommodations based on documented medical conditions on a case by case basis.

All ADA requests must be sent to the Labor Relations Department at: [htepp@madison.k12.wi.us](mailto:htepp@madison.k12.wi.us).





## Help with Your Concerns About COVID-19 & Returning to School

**Help is Here.**

**Call: 888.293.6948**

24/7 Confidential Help Line

### EMPLOYEE ASSISTANCE PROGRAM

We know employees may from time to time face situations that require special attention. As you re-enter the buildings and workspaces with others around, you might find that the transition back is a difficult one. Remember that just as it was an adjustment for us when schools and buildings closed, it might be an adjustment to return to the workplace with others around you.

All employees and their families have access to a **free and confidential employee assistance program** called **Work-Health-Life** which has licensed therapists and counselors that are available to talk regarding your concerns about returning to work with others around and any concerns you have might regarding COVID-19. They can also provide information about local assistance and support groups.

**Website:** Work-Health-Life ([www.workhealthlife.com](http://www.workhealthlife.com))

**Phone Number:** 888-293-6948

2020-2021



Need help? Email: [leaves@madison.k12.wi.us](mailto:leaves@madison.k12.wi.us)