



Madison Metropolitan  
School District



# COVID-19 Concerns



## Returning to In Person Work - Concerns & Options

We understand these unprecedented times may bring up additional questions about your job at MMSD, including mental health supports, benefits, and leave options. This presentation provides information about what to do if you are having symptoms of COVID-19, have been exposed or may have been exposed to COVID-19, have been tested or advised to be tested for COVID-19, or have been diagnosed with COVID-19.





## 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





# COVID-19 and Working

**Following is information about what you should do if/when:**

- ❖ **You are feeling unwell**
- ❖ **You have been - or may have been – exposed to COVID-19**
- ❖ **You have been identified as a close contact of someone with COVID-19**
- ❖ **You have been advised to or gave gotten a test for COVID-19**
- ❖ **You have tested positive for COVID-19**
- ❖ **You have (or will) miss work due to COVID-19 illness or exposure**





# I AM FEELING UNWELL

If you are experiencing symptoms of COVID-19, **contact your healthcare provider immediately**, complete the MMSD COVID-19 Symptom Tracker and notify your supervisor. ***Do not come to work in-person if you have any COVID symptoms.***

Symptoms may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

[Dean-on-Call](#) (24/7)

Phone: 800.567.8773

<https://www.ssmhealth.com/primary-care/dean-on-call>

[GHC Nurse Connect](#) (24/7)

Phone: 888.661.7350

<https://ghcscw.com/nurseconnect>





# I HAVE BEEN – or may have been - EXPOSED TO COVID-19

## **If you have been or think you might have been exposed to someone who has COVID-19, you should:**

- Contact your healthcare provider for advice, even if you do not have symptoms and follow their advice.
- If you are having any COVID-19 symptoms, consult your healthcare provider and stay home until you have been symptom free for at least 72 hours (3 full days).
- Complete the online Request for Leave of Absence. ([mmsd.org/leave](https://mmsd.org/leave))
- Complete the MMSD COVID-19 Symptom tracker even if you do not have symptoms. **You are not able to work in-person for 7-10 days if you are considered a close contact.**

[Dean-on-Call](https://www.ssmhealth.com/primary-care/dean-on-call) (24/7)

Phone: 800.567.8773

<https://www.ssmhealth.com/primary-care/dean-on-call>

[GHC Nurse Connect](https://ghcscw.com/nurseconnect) (24/7)

Phone: 888.661.7350

<https://ghcscw.com/nurseconnect>





# I AM A CLOSE CONTACT OF SOMEONE WITH COVID-19

## **If you have been identified as a close contact of someone who has tested positive for COVID-19 you should:**

- Contact your healthcare provider and follow the advice given.
- Notify your supervisor and Human Resources at: [leaves@madison.k21.wi.us](mailto:leaves@madison.k21.wi.us)
- Quarantine (stay home)
- Complete the online Request for Leave of Absence. ([mmsd.org/leave](https://mmsd.org/leave))
- Complete the MMSD Symptom Tracker

## **YOU CAN RETURN TO WORK:**

- After 7 days of quarantine IF you have had **NO COVID-19 symptoms** for at least 72 hours AND you have a **negative COVID-19 test** within the 3 days prior to your return to work. (Your COVID test must be done on or after the 4<sup>th</sup> day from your exposure.)
- After 10 days of quarantine IF you have **NO COVID-19 symptoms** and **did not get tested** for COVID-19. Again, you must be symptom free for at least 72 hours prior to your return to work.

[Dean-on-Call](#) (24/7)

Phone: 800.567.8773

<https://www.ssmhealth.com/primary-care/dean-on-call>

[GHC Nurse Connect](#) (24/7)

Phone: 888.661.7350

<https://ghcscw.com/nurseconnect>





# I HAVE BEEN ADVISED TO BE TESTED FOR COVID-19 - NOW WHAT?

## **If your healthcare provider has recommended that you be tested for COVID-19:**

- Follow the advice of your healthcare provider
- Notify your supervisor **and** Human Resources at [leaves@madison.k12.wi.us](mailto:leaves@madison.k12.wi.us)
- Quarantine (stay home) at least until you receive your test results.
- Complete the online Request for Leave of Absence. ([mmsd.org/leave](https://mmsd.org/leave))
- Complete the MMSS Symptom Tracker

## **IF YOU TEST POSITIVE:**

- Notify your Supervisor and Human Resources at [leaves@madison.k12.wi.us](mailto:leaves@madison.k12.wi.us)
- Quarantine (stay home) **even if you do not have symptoms and follow the advice of your healthcare provider**
- You may be eligible for some emergency sick leave pay if you have not already used the allowed amount (up to 80 hours for full time staff and the equivalent of 2 weeks of hours for part time staff)
- You can return to work after 10 to 14 days (depending on advice from your healthcare provider) **AND** you have had NOT SYMPTOMS for at least 72 hours

## **IF YOU TEST NEGATIVE:**

- Notify your Supervisor and Human Resources at [leaves@madison.k12.wi.us](mailto:leaves@madison.k12.wi.us) and return to work







## Absence Due to COVID-19 Illness or Exposure Requires Leave Request

**If you are absent from work for any time due to COVID-19 illness, exposure or potential exposure, including work missed while waiting for COVID-19 test results, you must complete the online Leave of Absence Request Form. ([mmsd.org/leave](https://mmsd.org/leave))**

- This form is mandatory for any absence related to COVID-19.
- You may be eligible for some emergency sick leave pay if you have not already used the allowed amount (up to 80 hours for full time staff and the equivalent of 2 weeks of hours for part time staff).
- Additional forms may be required which will be sent to you once your Leave Request has been received.
- Additional Leave information can be found on the MMSD Leaves of Absence Website ([mmsd.org/loab](https://mmsd.org/loab))
- If you are unsure whether you need to complete a Leave of Absence request form, email: [leaves@madison.12.wi.us](mailto:leaves@madison.12.wi.us)

