



**EMPLOYEE RETURN TO WORK**  
**HANDBOOK**

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## A Message from the Superintendent



Tomball ISD Staff,

As your Superintendent of Schools, I want to assure you that every decision made regarding our return to the office places a high priority on the safety and well-being of our Tomball ISD staff, students and visitors.

I am confident this new plan will adequately provide a safe return for members of Team Tomball as we continue to navigate the current health standards and adhere to any new guidelines put forth.

Each of you provides so much value to our District, and I want nothing more than for a bit of normalcy to return to our workplace, and of course, see each of your smiling faces again.

We will continue to work hard as a team to make informative decisions that support the needs of our employees and make sure they are communicated often.

As always, your commitment to our District and dedication to serving students, makes Tomball ISD a Destination District. More than ever, I thank you for being a part of Team Tomball!

I look forward to seeing each of you very soon!

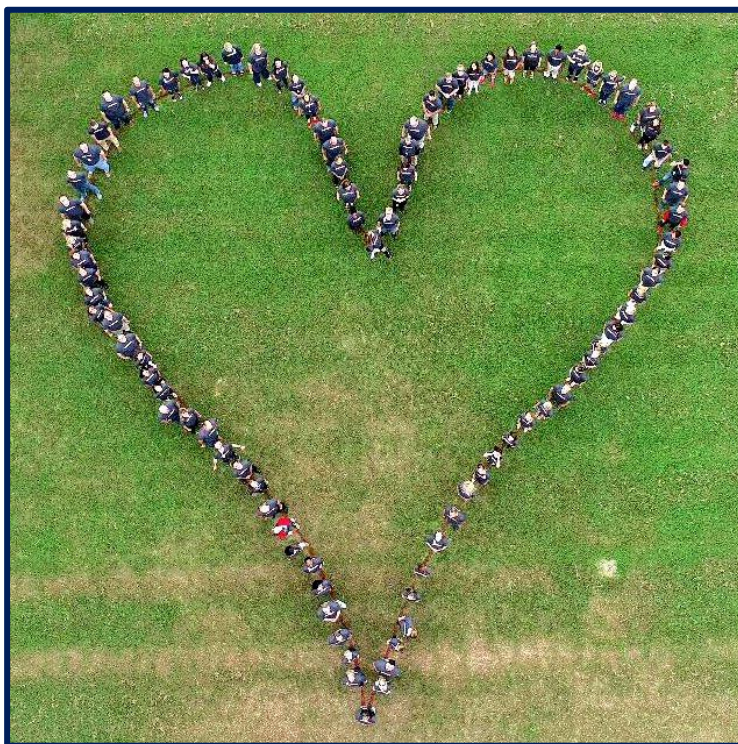
Dr. Martha Salazar-Zamora  
Superintendent of Schools

## Introduction

This handbook is the Tomball Independent School District's guidance on re-entry into the workplace.

As our District begins to shift from working from home to returning to the office, the safety and well-being of all staff, students and visitors is a top priority for Tomball ISD.

Staff members will notice various changes in the functionality and dynamic of the workplace upon returning to work. Some of these changes will include visual aids, which provide guidance for new practices and protocols that have been implemented to follow recommended safety guidelines. The measures being implemented include more frequent sanitizing of public and work areas, access to sanitizing stations throughout all facilities, and flexible work schedules to avoid large congregations of people, and others detailed in this handbook.



Our goal as a District is to collaboratively ensure that all employees and visitors in district facilities feel safe and secure to effectively navigate the complexities of the current standards provided by health officials at the local, state, and federal level. In an effort to prevent the spread of COVID-19, it is essential for all staff and the community to adhere to our new guidelines outlined in this handbook. Tomball ISD is dedicated to staying up to date on all information surrounding COVID-19 and how it affects our district, staff, and students as we do our part in supporting the nation's call to help stop the spread of COVID-19 within our community.

**Please keep in mind that the information provided in this handbook is subject to change as guidance concerning the coronavirus (COVID-19) is regularly updated.**

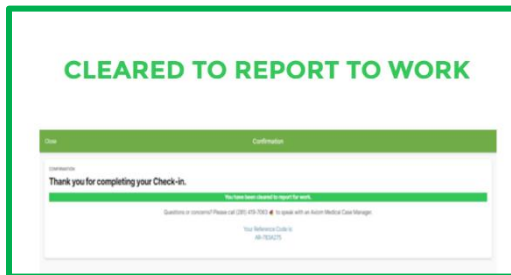
## Building Hours

Central Office hours will be 8:00 am to 4:30 pm on Monday through Friday. The building, offices, and workstations will undergo consistent and intensive cleaning, which requires that staff and visitors be clear of the building no later than 7 p.m. No exceptions will be granted.

## Employee Attendance

Employees are required to clock-in and out using T-Clock on their own working computer. Should you need any assistance, please contact the HelpDesk. Computers located in the Human Talent suite will no longer be available. Employees are expected to continue working either from home or at Central Office as approved by their supervisor. Employees will be expected to continue to work a combination of on-site and remotely, as building capacity limits may still be in place. Your direct supervisor will provide additional guidance.

## General Guidance for Employee Self-Screening Prior to reporting to work



It is the employees' responsibility to log on to your Axiom medical portal through your **CheckIn2Work** application **every night between the hours of 6:00 p.m. and 10:00 p.m.** to answer the survey questions to determine if you may report to work the next morning.

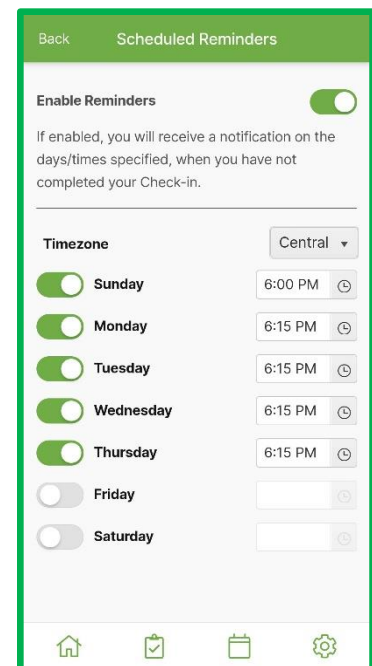
The **CheckIn2Work** application now has a reminder feature that allows you to verify your responses to schedule daily reminders.

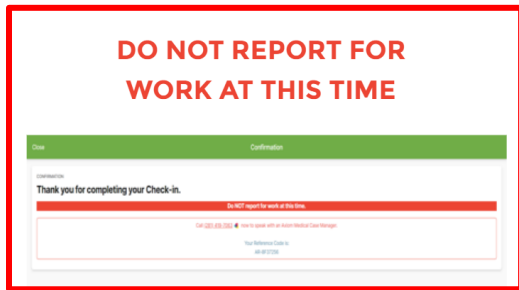
Should you have any technical difficulties logging in to your CheckIn2Work application please call Axiom at 281-465-7527.

Should your medical condition change after checking in or if you missed the check-in window, you must check-in no later than 6:00 a.m.

If Axiom Medical deems you unable to report to work, it is your responsibility to enter your absence in Frontline/AESOP.

It is **critical that every question is read thoroughly** to ensure an accurate caption of your health. **The application is designed for our employees to review their answers before submitting them to ensure an accurate depiction of health.**





Should your responses reflect a health concern, the CheckIn2Work application will notify you by displaying a red flagged message. Additional screening will be required. **You must allow 30 minutes after getting your red flagged notification** to be contacted by an Axiom medical representative to better assess your health situation. It is everyone's responsibility to finish the check-in process before reporting to work.

In our efforts to ensure a safe environment for everyone, **employees are not allowed to enter any Tomball ISD facility until obtaining clearance from Axiom Medical.**

At any point after submitting your check in for the next day, if you feel differently than originally reported, we ask that you please update your information by logging into your **CheckIn2Work** application once again.

**For positions that require substitutes, employees will need to log on to their Frontline profile to secure a substitute teacher.**

## About Axiom Medical:



Axiom Medical is a company based in The Woodlands, that will provide timely, efficient, and expert supported health management resources. We believe that this unique partnership will reduce cost as well as save a great deal of time and stress for the Team Tomball staff. Axiom Medical has been a leader in occupational health services for over 20 years and has provided support to companies in all areas of industry. Their easy and systematic **CheckIn2Work** application as well as the services available to employees, will greatly improve our ability to adjust staffing and support a safe workplace for all. Some of the services will include a daily employee attestation via phone APP, immediate communication and guidance when an employee reports symptoms or reports a positive Covid-19 test, real-time data and medical guidance available to district administration during flare-ups, and an overall more efficient workflow and response for Tomball ISD. Axiom is fully HIPAA compliant and will not share employee medical records with district personnel or other entities unless requested and approved by the employee. Tomball ISD will only be privy to information related to employee absence and potential timelines for return. In terms of data security, Axiom uses a multilayered approach and all data is encrypted during transit. Security and confidentiality are of the highest priority and Axiom could not be considered a leader in the market space without the ability to secure medical records for their clients.

## Proactive Support

- Daily confirmation of health/documentation of health status daily
- Awareness of areas that could be of concern; health, exposure, travel
- Continuously up to date data from CDC/WHO guiding protocols
- Consistently and systematically applied across the population
- Expertise in population health and ability to move quickly to support the teams
- Scenario planning and consulting with Chief Medical Officer, Dr. Scott Cherry

## Reactive Support

- Syndromic screening/Exposure screening in real time, placing employees on a protocol and protecting the team per up to date guidelines
- Contact tracing and understanding community infection rates and how this interrelates to operationally keeping schools open
- Case management and follow up
- Real time reporting and support for staffing
- Return to work/school guidelines and protocols being met before anyone returns
- Release from Axiom on any cases
- Scenario escalation with Dr. Scott Cherry

## COVID-19 Symptoms

- A measured temperature equal to or greater than 100.4°F
- Chills
- Close contact\* with a person who is lab-confirmed to have COVID-19
- Congestion or runny nose
- Diarrhea
- Fatigue
- Feverish feeling
- Headache
- Muscle pain
- Nausea or vomiting
- New loss of taste or smell
- New uncontrolled cough
- Shortness of breath or difficulty breathing
- Sore throat

Reminder: At any point after submitting your check in for the next day, if you feel differently than originally reported, we ask that you please update your information by logging into your **CheckIn2Work** application not later than 6:00 a.m.

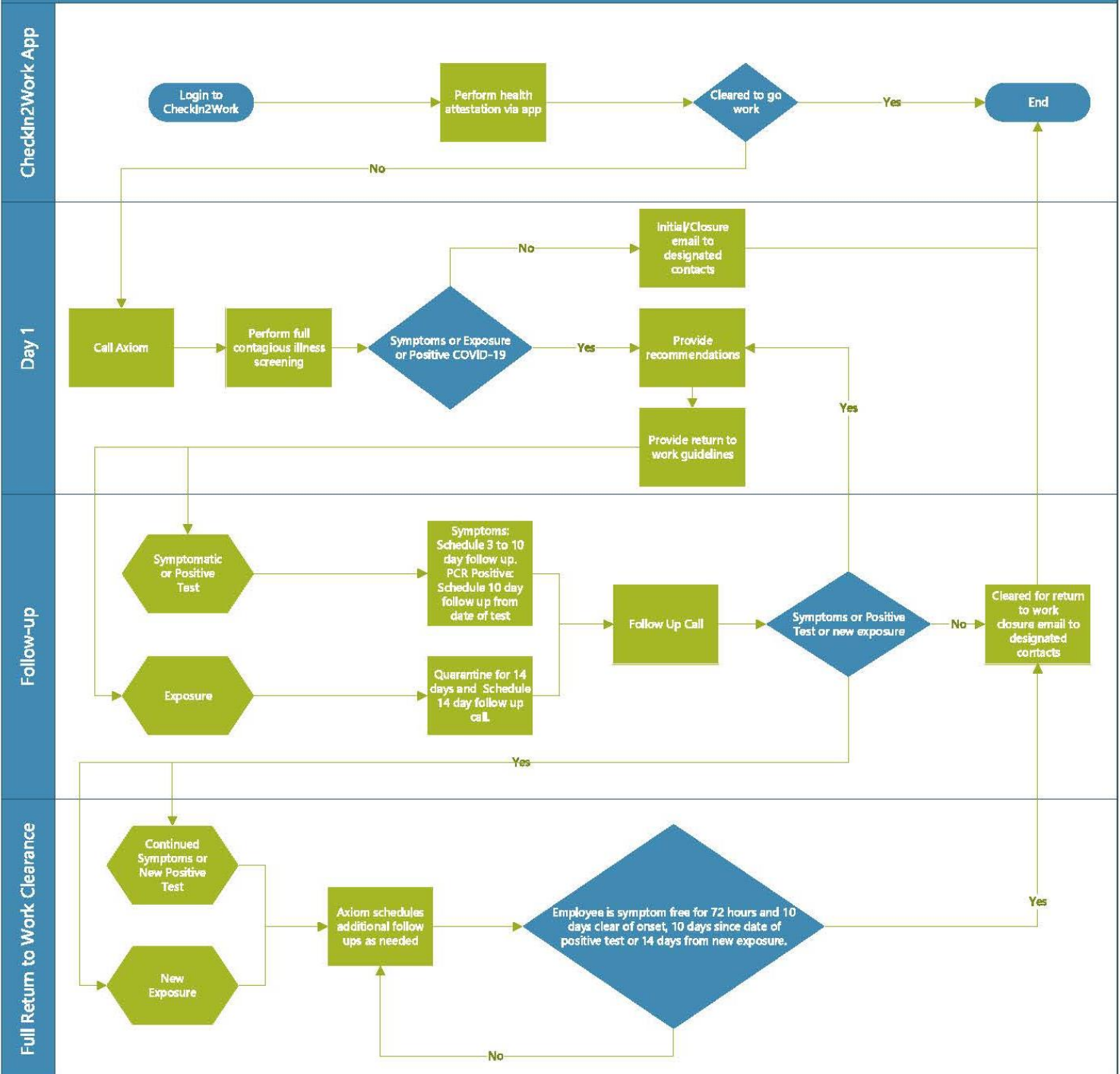
*\*Close contact is defined as an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:*

- a. being directly exposed to infectious secretions (e.g., being coughed on); or*
- b. being within 6 feet for a cumulative duration of 15 minutes*



The following chart will give you guidance on what to do if you have any symptoms related to COVID-19:

### CheckIn2School/Contagious Respiratory Illness Workflow





## What to expect when arriving to work

*Follow these steps upon arrival:*

- 1) Plan to arrive a few minutes prior to start time.
- 2) Be sure to wear a mask before entering the building/work site.
- 3) Report directly to your office/working station.
- 4) Stay in your office/workspace as much as possible.
- 5) When communicating with others use the telephone and avoid conversing inside an office as much as possible.
- 6) Avoid using Common Areas that have already been disinfected by Custodial, i.e. Café, Elevator
- 7) Avoid using the guard rails on the stairs and water fountains



## Masks

While all staff members are required to wear a mask before entering the building, effective at the end of the last day of school, May 27, 2021, masks will be optional in Tomball ISD. This option extends into summer school, summer athletic camps, all school-related activities as well as the 2021-2022 school year. In the meantime, in the event that an employee does not have access to a mask through the last day of instruction, they can obtain one from the sanitation station at the front entrance. Please keep in mind that these resources are valuable.

### You must wear a mask:

- upon entering the building
- in all common areas including hallways and restrooms
- when speaking with anyone else

### Wear your face covering correctly:

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Note: If you are in your office area alone [at minimum 6 feet away from co-workers with a barrier between], you may remove your mask.

### Cover your mouth and nose with a cloth face cover when around others:

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. *The cloth face cover is not a substitute for social distancing.*

### Cover coughs and sneezes:

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Gloves

**Gloves are optional.** However, if you choose to forego wearing gloves you are expected to comply with regular hand washing and use of hand sanitizer with at least 60% alcohol content provided at the entry station. When removing gloves, please refer to the guide below:



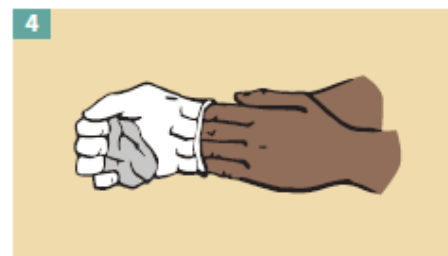
1 Grasp the outside of one glove at the wrist.  
Do not touch your bare skin.



2 Peel the glove away from your body,  
pulling it inside out.



3 Hold the glove you just removed in  
your gloved hand.



4 Peel off the second glove by putting your fingers  
inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling  
it away from your body, leaving the first glove  
inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.

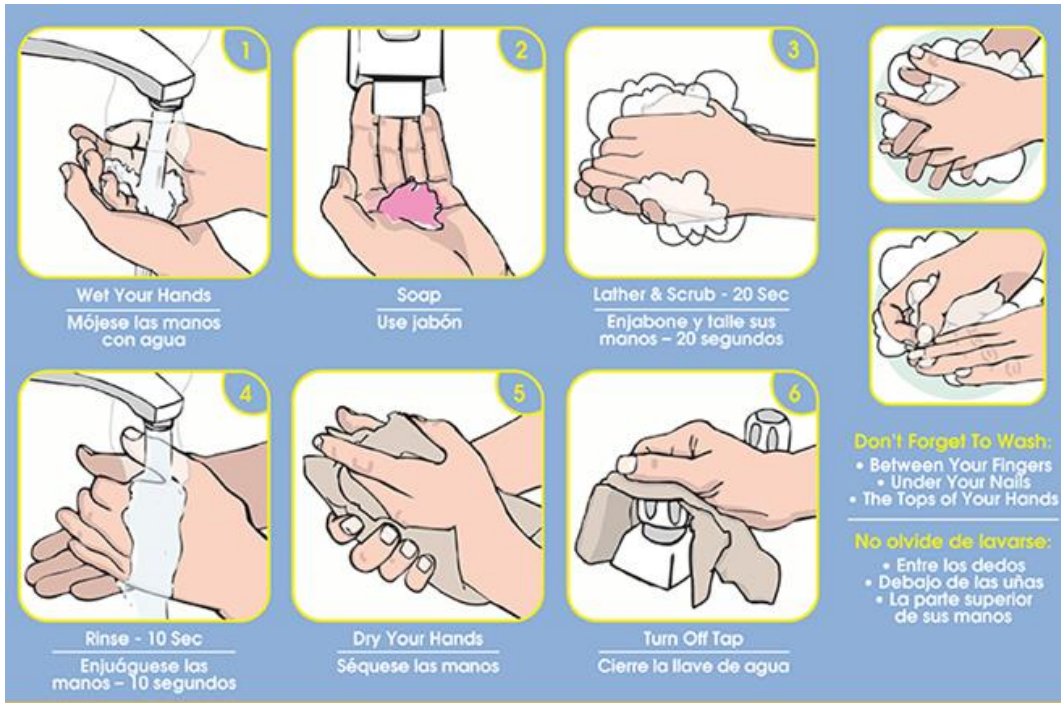


7 Clean your hands immediately after removing gloves.

## Handwashing

We are recommending that all employees wash their hands after touching a surface that may be frequently touched by other people (door handles, tables, etc.) and before touching your eyes, nose, or mouth.

Follow these steps every time.

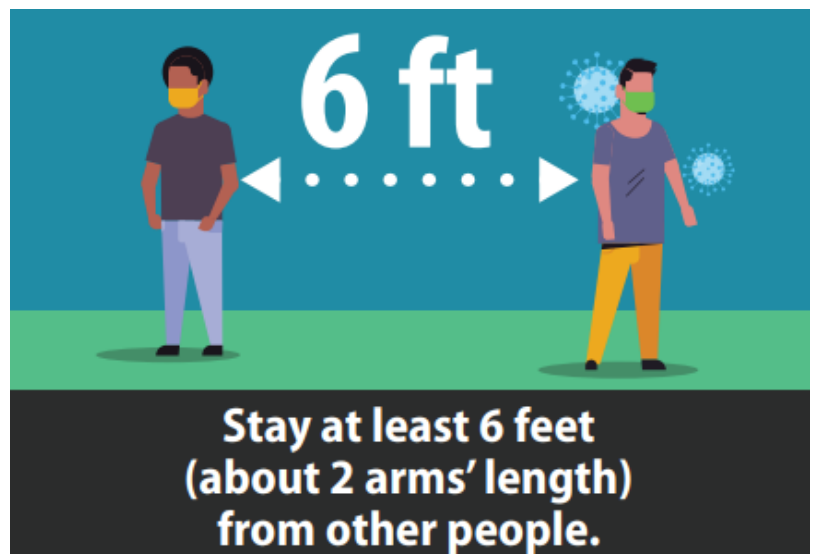


## Congregating

Congregating in groups is no longer allowed in:

- common areas
- hallways
- restrooms

Bench usage is limited to those individuals arriving together only.

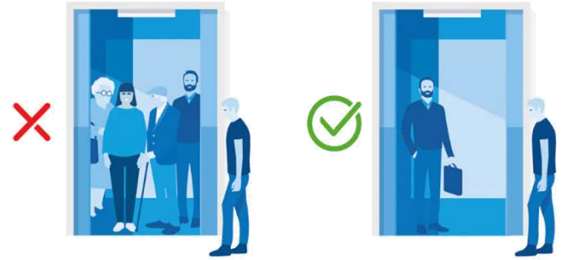


## Elevators (If Applicable)

To support continued safety, we advise against the use of the elevator, unless it is completely necessary. This will reduce the amount of time people are in proximity in an isolated environment.

Employees that must use elevators will need to do so one at a time.

Each floor will be marked with designated standing locations where an employee can wait for the elevator.



## Lunch

Departments will individually develop processes and procedures for staff lunches.

Please refrain from having any food orders delivered to the building.

Make sure you practice social distancing requirements during your lunch period.



## Commuting

Employees need to commute individually during business hours. A few examples include: traveling from building to building, running errands, going out for lunch as a group.



## Meetings

In-person attendees should wear face masks and sit at minimum 6 feet away from one another.

## Positive COVID-19 Test Results Protocol

The employee needs to immediately log on to their Axiom medical portal through their CheckIn2Work application to inform Axiom Medical they have tested positive or have been in contact with someone who has tested positive for COVID-19. Note **\*This information is confidential and should not be shared with anyone else with the exception of the aforementioned persons.**

- Axiom Medical will inform the employee's direct supervisor and Tiffany Cagle in Human Talent if an employee reports symptoms of or exposure to COVID-19.
- Employees who test positive for COVID-19 must send their test results to Tiffany Cagle at [TiffanyCagle@Tomballisd.net](mailto:TiffanyCagle@Tomballisd.net).
- The employee will receive a questionnaire from Tiffany Cagle after submitting positive COVID-19 test results. This questionnaire must be completed and submitted to Tiffany Cagle immediately.
  - Only those individuals identified as having possible risk of exposure will be contacted to monitor for symptoms.
- HT Department will provide the employee with the following information:
  - Available leave benefits including Emergency Paid Sick Leave (EPSL), Expanded Family and Medical Leave (EFML), and state/local personal and sick leave
  - Process for updating personal contact information and emergency contact information
- The supervisor should make arrangements to make plans to cover the employee's work during their time of quarantine.
- If the supervisor needs assistance in answering questions regarding the employee's whereabouts/status, they should reach out to Tiffany Cagle in Human Talent for guidance.

## Potentially Exposed Protocol

When the district is notified of an employee who received a confirmed diagnosis of COVID-19, potentially exposed employees will be identified and contacted by Axiom Medical.

The communication will consist of the following expectations to ensure your safety and to help reduce the spread of COVID-19:

- **Monitor for symptoms:** Out of an abundance of caution, we advise you to monitor your health, follow the [CDC guidelines for people who have had close contact](#) and contact your primary care physician if you develop symptoms.
- **Employer notice:** If you begin exhibiting symptoms or receive a confirmed diagnosis of COVID-19, immediately notify Axiom Medical through your CheckIn2Work Application and email Tiffany Cagle at [TiffanyCagle@Tomballisd.net](mailto:TiffanyCagle@Tomballisd.net)
- **Communications:** Please limit communications about this matter to Human Talent and your direct supervisor. Axiom Medical will take responsibility for notifying individuals who may have been exposed. This process will ensure your personal and medical information is kept confidential.

## Axiom COVID-19 Vaccine Protocol

Employees who have received the COVID-19 vaccine(s) and are exhibiting symptoms must continue using the CheckIn2Work app to report their health status and share with the Axiom Medical representative when the vaccine(s) were administered. The vaccine protocol is in place to allow possible symptoms to subside during the first 48 hours following the vaccination.

Employees quarantined by Axiom for longer than two days due to symptoms triggered by the COVID-19 vaccination(s) are required to provide Axiom Medical and Tiffany Cagle with a medical note stating current symptoms are:

- a) medical diagnosis that are not COVID-19 related or
- b) caused by testing positive for COVID-19

Employees absent for more than two days and have provided evidence of medical diagnosis that is not COVID-19 must report to work on the third day or will need to use any local or state leave for the remainder of the time out.

Employees absent for more than two days and have provided evidence of testing positive for COVID-19 will continue with their quarantine leave until Axiom medical releases the employee.

## Quarantine Leave

Emergency Paid Sick Leave (EPSL) will be utilized from the first day the employee was absent from work due to testing positive for COVID-19 or if directed by Axiom Medical to stay home. EPSL was available through December 31, 2020. On January 13, 2021, Tomball ISD extended EPSL through the end of the employee's duty calendar for the 2020- 2021 school year. EPSL can only be accessible one time for a 2-week period, a

maximum of 80 hours. If an employee who has tested positive and needs to be out longer than the allotted hours, the employee will need to apply for Family Medical Leave.

- If an employee received positive COVID-19 test results from their care provider, they should not return to work without a clearance from Axiom Medical.
- If the employee is not able to obtain a medical certification, they should alert the Human Talent Department.
- If an employee refuses to come to work without cause, they will be docked the amount of days missed and could be subject to consequences up to termination, as Tomball ISD employees are considered essential personnel.

Under the FFCRA an employee qualifies for Expanded Family Medical Leave if the employee is caring for a child whose school or daycare are closed, childcare provider is unavailable, or is caring for an individual who is subject to quarantine related to COVID-19.



## Frequently Asked Questions

**Q: Where do I find the guidelines for returning to my work location?**

A: *The TISD Re-Entry Handbook located at:*

[https://www.tomballisd.net/apps/pages/index.jsp?uREC\\_ID=307684&type=d&pREC\\_ID=1967252](https://www.tomballisd.net/apps/pages/index.jsp?uREC_ID=307684&type=d&pREC_ID=1967252)

**Q: What screening processes are being put in place to prevent the spread of COVID-19?**

A: *Every employee reporting to a Tomball ISD campus / facility must log on to their Axiom Medical portal through their CheckIn2Work application every night after 6:00 p.m. but no later than 10:00 p.m. to answer the survey questions to determine if he/she may report to work the next morning. Should you develop any symptoms, you must log back into the CheckIn2Work application to update your health status.*

**Q: What do I do if I have symptoms of COVID-19?**

A: *It is the employees' responsibility to log on to their Axiom medical portal through their CheckIn2Work application every night after 6:00 p.m. but no later than 10:00 p.m. to answer the survey questions to determine if he/she may report to work the next morning. Should you develop any symptoms, you must log back into the CheckIn2Work application to update your health status.*

**Q: Who do I need to notify that I have symptoms of COVID-19?**

A: *Axiom Medical through your CheckIn2Work Application.*

**Q: I tested positive for COVID-19. What do I need to do?**

A: *Please contact Axiom Medical through your CheckIn2Work Application and **email Tiffany Cagle your positive test results.** Axiom Medical will provide you guidance on steps that you will need to follow.*

**Q: I tested positive for Covid-19. I'm afraid I was in close proximity with others while at work, should I tell them?**

A: *No. Our district has protocols in place to inform those individuals that may have been exposed. If you have not already contacted Axiom Medical through your CheckIn2Work application and Tiffany Cagle informing them of your positive test results, you will need to do so.*

**Q: How long do I need to quarantine if I test positive?**

A: *You will need to quarantine for 14 days from the date you receive your positive test results. Axiom Medical will determine if you may return to work after that period of time.*

**Q: How is my leave bank impacted if I test positive or asked to quarantine due to COVID-19?**

A: *Employees that have either tested positive or been informed by a health care provider to quarantine are eligible to receive up to 80 hours offered in a 2-week period of Emergency Paid Sick Leave\*. Once the one time 2-week period has been utilized and the employee is still out, he/she will need to use his/her local/state leave to cover their remainder of their time out. Once all leave has been exhausted, he/she will be docked their daily rate until they are able to return with a negative test result.*

*(\*Per the Federal Government, the maximum of 80 hours offered in a 2-week period of Emergency Paid Sick Leave is only offered one time and it expired on December 31, 2020. On January 13, 2021, Tomball ISD extended EPSL through the end of the employee's duty calendar for the 2020- 2021 school year.)*

**Q: Am I able to work remotely while I am under quarantine?**

A: No

**Q: I'm afraid I have been exposed to Covid-19 at work should I quarantine?**

A: *Upon completing your CheckIn2Work, Axiom Medical will determine if you should need to quarantine.*

**Q: If I test negative for COVID-19, how long do I need to quarantine?**

A: *Axiom Medical will inform you if you are able to return to work or will need to continue to quarantine.*

**Q: If I have a pre-existing condition that increases my chances of exposure to COVID-19, what documentation do I need to provide the school district in order to determine my eligibility for leave?**

A: *The employee will need to reach out to Tiffany Cagle at [TiffanyCagle@Tomballisd.net](mailto:TiffanyCagle@Tomballisd.net). You will receive proper guidance, FML paperwork, and directions for the next steps. You will be asked to provide documentation from your physician.*

**Q: My child's care provider is unavailable due to COVID-19. Am I eligible for Extended FML?**

A: *Any employee who has to care for an individual in his/her home due to COVID-19 reasons, including the temporary closure of schools, may be eligible for Extended FML benefits. Please contact Tiffany Cagle in Human Talent at [TiffanyCagle@Tomballisd.net](mailto:TiffanyCagle@Tomballisd.net). You will receive proper guidance, FFCRA paperwork, and directions for the next steps. You will be asked to provide documentation of the quarantine order that you received from your physician. You may be eligible for Emergency Family Medical Leave (EFML) through FFCRA for up to 12 weeks (60 work days), depending on any prior leave deductions for EFML, FMLA, or EPSL within the last 365 calendar days. This leave can pay up to 2/3 of the employee's daily rate, and the employee can supplement the remaining 1/3 through his/her own allocated*

or earned leave. This federal leave provision was only available for the period of April 1, 2020 through December 31, 2020. On January 13, 2021, Tomball ISD extended EPSL through the end of the employee's duty calendar for the 2020- 2021 school year.

**Q: My child's classroom has been sent home to quarantine because of a COVID-19 exposure/positive result. What do I need to do if I am the primary caregiver and need to stay home with my child?**

A: Any employee who has to care for their children due to COVID-19 reasons, including the temporary closure of schools, may be eligible for Extended FML benefits. Please contact Tiffany Cagle in Human Talent at [TiffanyCagle@Tomballisd.net](mailto:TiffanyCagle@Tomballisd.net). You will receive proper guidance, FFCRA paperwork, and directions for the next steps. You will be asked to provide documentation of the quarantine order that you received from your physician. You may be eligible for Emergency Family Medical Leave (EFML) through FFCRA for up to 12 weeks (60 work days), depending on any prior leave deductions for EFML, FMLA, or EPSL within the last 365 calendar days. This leave can pay up to 2/3 of the employee's daily rate, and the employee can supplement the remaining 1/3 through his/her own allocated or earned leave. This federal leave provision was only available for the period of April 1, 2020 through December 31, 2020. On January 13, 2021, Tomball ISD extended EPSL through the end of the employee's duty calendar for the 2020- 2021 school year.

**Q: My spouse/child/parent etc. who LIVES IN MY HOME is showing signs of COVID-19. What do I need to do? Am I allowed to work?**

A: It is the employees' responsibility to log on to their Axiom medical portal through their CheckIn2Work application every night after 6:00 p.m. but no later than 10:00 p.m. to answer the survey questions to determine if he/she may report to work the next morning. Should you develop any symptoms, you must log back into the CheckIn2Work application to update your health status.

**Q: Am I required to wear a face mask at work?**

A: Yes. If you do not have access to one, one will be provided for you.

**Q: I am scheduled to travel out of state/country in the next few weeks. Will I be required to quarantine when I come back to Tomball ISD?**

A: Tomball ISD employees are encouraged to continue the preventive measures outlined in this manual while traveling. Employees returning from travel will resume regular self-attestation protocol through the CheckIn2work application. Axiom Medical will determine your eligibility to return to work based on the preventive measures taken while traveling.

**Q: I received the COVID-19 vaccine(s) and I am having symptoms, how should I proceed?**

A: Tomball ISD employees are encouraged to continue the preventive measures outlined in this manual. Employees who received the COVID-19 vaccine(s) and experience symptoms are to resume their regular self-attestation protocol through the CheckIn2work application. Axiom Medical will determine your eligibility to return to work based on the information you provide them.

Below we highlighted some frequently asked questions about which type of leave may apply in the context of COVID-19. For more information about the leave applicability for Public Health Emergency Leave and Emergency Paid Sick Leave, please contact Tiffany Cagle in Human Talent at [TiffanyCagle@Tomballisd.net](mailto:TiffanyCagle@Tomballisd.net).

Questions	"Traditional" FML	Expanded Family Medical Leave	Emergency Paid Sick Leave
I have a sore throat, cough, and a fever, do I qualify for leave?	No Unless you receive inpatient care (i.e. you're hospitalized) or are under the continuing care (i.e. you visited a doctor AND received prescription treatment OR you have visited a doctor two or more times for the same cough and fever) for more than three days, then even if you have a cough and fever for more than three days, it does not qualify for "traditional" FML.	No	No Unless you are advised by a health care provider to self-quarantine due to concerns about COVID-19 or seeking a medical diagnosis due to COVID-19 symptoms.
I've tested positive for COVID-19 and my doctor instructed me to remain in self-isolation for 14 days, do I qualify for leave?	No Unless you receive inpatient care (i.e., you're hospitalized) or are under continuing care (i.e., you visited a doctor AND received prescription treatment OR you have visited a doctor two or more times for the cough and fever) for more than three days, then even if you are ill with COVID-19 for more than three days, it does not qualify for "traditional" FML.	No	Yes You may qualify if your position does not allow you to work remotely. The employee may work remotely and still receive their regular pay if the following criteria is met: •the position the employee holds allows them to work remotely •Administration has approved for the employee to work remotely •the employee is physically capable of performing the duties remotely
I've tested positive for COVID-19 and my doctor instructed me to remain in self-isolation for 14 days, do I qualify for PAID leave?	No	No	Yes For employees that test positive, they can receive up to 80 hrs of EPSL*. Once the 80 hrs have been utilized and the employee is still out, he/she will need to use his/her local/state leave to cover their remainder of their time out. Once all leave has been exhausted, he/she will be docked their daily rate until they are able to return with a negative test result. *Per the Federal Government, the 80 hours of Emergency Paid Sick Leave This federal leave provision was only available for the period of April 1, 2020 through December 31, 2020. On January 13, 2021, Tomball ISD extended EPSL through the end of the employee's duty calendar for the 2020-2021 school year.
My child's school has suspended classes for an indefinite period because of COVID-19, do I qualify for leave?	No	Yes You qualify because the leave is to care for a son or daughter under 18 years of age of because the child's school or place of care has been closed due to a public health emergency so long as a co-parent, co-guardian or your normal caregiver is not available to care for the child. However, the first two weeks are unpaid unless you are able to substitute some other form of paid leave or Emergency Paid Sick Leave.	Yes You qualify because the leave is to care for your child because the child's school or place of care has been closed due to the coronavirus so long as a co-parent, co-guardian or your normal caregiver is not available to care for the child.
I've tested positive for COVID-19 and hospitalized, do I qualify for leave?	Yes Your own inpatient care in a hospital, hospice, or residential medical care facility is considered to qualify you.	No	Yes Emergency Paid Sick Leave applies to those individuals who test positive for COVID-19.
My mother-in-law has been hospitalized with COVID-19, do I qualify for leave?	No "Traditional" FML does not extend to in-laws.	No	No
My father was diagnosed with COVID-19 and hospitalized, do I qualify for leave?	Maybe You may qualify for "traditional" FML in order to care for certain family members, such as a spouse, a child, or a parent, but you must establish that you are needed to care for that family member. Since your father would be hospitalized, it is not likely that a healthcare provider would certify that you are needed to care for your father.	No	No

## **Additional Resources**

Below we have outlined additional resources in regards to COVID-19 that will provide guidance and assistance to employees and their families.

### **Employee Assistance Program (EAP)**

<http://www.ibhworklife.com>

Username: Matters

Password: wlm70101

### **TRS ActiveCare:**

<http://www.tractivecareatna.com>

### **Official Guidelines from the CDC**

#### **How to Stop the Spread of COVID-19**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

#### **How to Cope with Job Stress and Build Resilience during COVID-19 Pandemic**

<https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html>