



Upper Adams School District

Guidance for Responding to COVID-19: District Level

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The Upper Adams School District would like to thank and acknowledge the talented staff at Berks County Intermediate Unit #14 for creating this document and allowing us to personalize the formatting to share with our school district community.

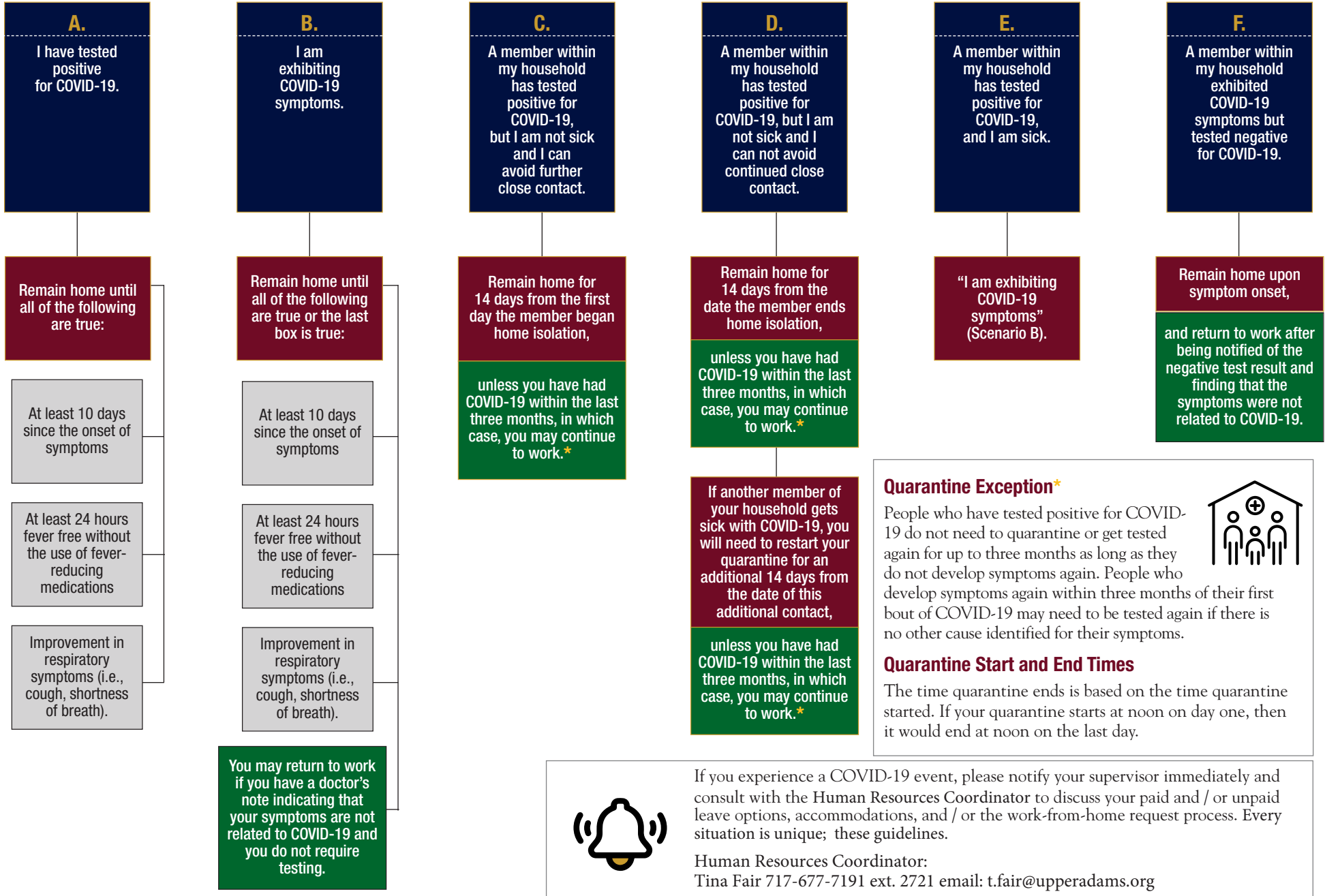
The health and safety of the Upper Adams School District (UASD) students, staff, and community remains, as always, the top priority for the organization. The success of the Upper Adams School District's plan for a healthy and safe reentry into the workplace and the delivery of services in-person is a shared responsibility among students, staff, and the community. Therefore, we must be prepared to consistently manage a variety of situations that will likely occur and respond quickly to ensure the safety and well-being of students, staff, and families.

This toolkit is intended to identify common scenarios employees, students, and families may experience and the protocols in place based on the latest guidance provided by the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health (DOH), the Pennsylvania Department of Education (PDE), the Pennsylvania Department of Human Services (DHS), and the Office of Child Development and Early Learning (OCDEL).

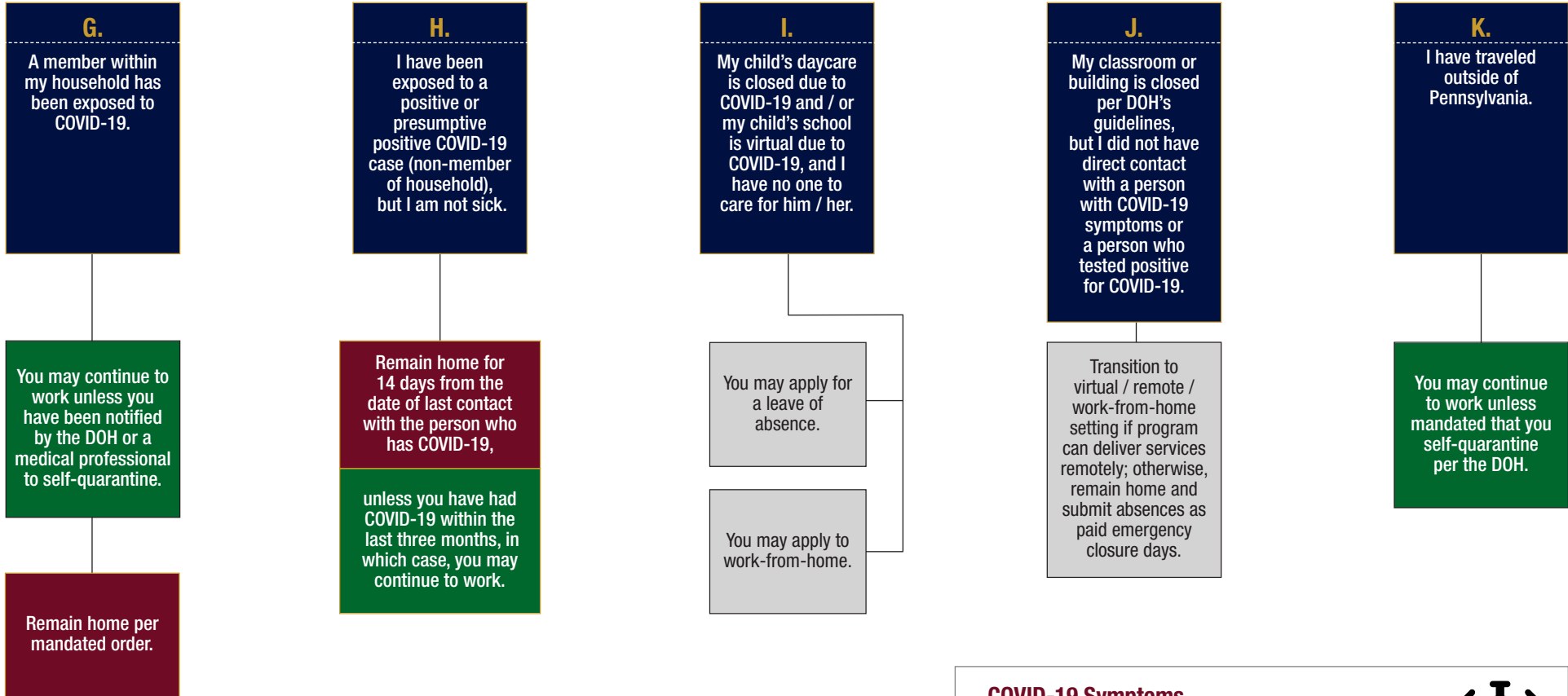
We understand that these protocols will impact you and your family, prompting questions and concerns. While there is not a “one size fits all” response, this toolkit highlights the possible application of leave options available including the Families First Coronavirus Response Act (FFCRA).

If you experience a COVID-19 related event, please notify your supervisor immediately and consult with the Human Resources Coordinator to discuss your paid and / or unpaid leave options, requests for accommodations, and / or the work-from-home request process.

EMPLOYEE COVID-19 SCENARIOS



EMPLOYEE COVID-19 SCENARIOS



Isolation / Quarantine Guidelines Definition of Exposure / Direct Contact

Exposure occurs when there is a physical contact (contact within six feet for 15 minutes or more) between an infected person and yourself.



COVID-19 Symptoms

According to the Centers for Disease Control and Prevention (CDC), people with COVID-19 have a wide range of symptoms. Symptoms may appear two–14 days after exposure to the virus. COVID-19 symptoms may 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

This list does not include all possible symptoms. The CDC will continue to update this list as they learn more about COVID-19.

EMPLOYEE COVID-19 SCENARIOS – LEAVE OPTIONS

Scenario	Emergency Sick Leave (FFCRA)	Expanded FMLA (FFCRA)	Sick Days	Personal Days / Paid Time Off	Vacation Days	Work-from-Home (WFH)	Unpaid Leave of Absence
A. I have tested positive for COVID-19.	✓		✓	✓	✓	if program can accommodate the WFH arrangement	✓
B. I am exhibiting COVID-19 symptoms.	✓ if seeking a medical diagnosis / directed by a health care provider to self-quarantine		✓	✓	✓	if program can accommodate the WFH arrangement	✓
C. A member within my household has tested positive for COVID-19, but I am not sick and I can avoid further close contact.	✓ if caring for your family member		✓ if caring for your family member	✓	✓	if program can accommodate the WFH arrangement	✓ if caring for your family member
D. A member within my household has tested positive for COVID-19, but I am not sick and I can not avoid continued close contact.	✓ if caring for your family member		✓ if caring for your family member	✓	✓	if program can accommodate the WFH arrangement	✓ if caring for your family member
E. A member within my household has tested positive for COVID-19, and I am sick.	✓ if seeking a medical diagnosis / directed by a health care provider to self-quarantine		✓	✓	✓	if program can accommodate the WFH arrangement	✓
F. A member within my household exhibited COVID-19 symptoms but tested negative for COVID-19.	✓ if caring for your family member		✓ if caring for your family member	✓	✓	if program can accommodate the WFH arrangement	✓ if caring for your family member
G. A member within my household has been exposed to COVID-19.				✓	✓		✓

EMPLOYEE COVID-19 SCENARIOS – LEAVE OPTIONS

Scenario	Emergency Sick Leave (FFCRA)	Expanded FMLA (FFCRA)	Sick Days	Personal Days/ Paid Time Off	Vacation Days	Work-from-Home (WFH)	Unpaid Leave of Absence
H. I have been exposed to a positive or presumptive positive COVID-19 case (non-member of household), but I am not sick.	✓			✓	✓	if program can accommodate the WFH arrangement	✓
I. My child's daycare is closed due to COVID-19 and / or my child's school is virtual due to COVID-19, and I have no one to care for him / her.	✓	✓		✓	✓	if program can accommodate the WFH arrangement	✓
J. My classroom or building is closed per DOH's guidelines, but I did not have direct contact with a person with COVID-19 symptoms or a person who tested positive for COVID-19.						Work-from-Home if program can deliver services remotely; otherwise, report absences as paid emergency closure days	
K. I have traveled outside of Pennsylvania.				✓	✓	if program can accommodate the WFH arrangement	✓

Notes:

1. An employee will not be required to submit a doctor's note in order to return to work due to a COVID-19 related absence so long as the employee adheres to isolation / quarantine guidelines.
2. The required doctor's note for absences greater than three days for one's own medical condition due to COVID-19 shall be waived.
3. Any limitation in place relative to the use of sick days to care for a family member due to a COVID-19 related absence shall be waived.
4. The required exhaustion of sick days prior to an unpaid leave of absence for one's own medical condition remains in place.
5. The required exhaustion of personal days or paid time off prior to an unpaid leave of absence for one's own medical condition or for the care of a family member with a serious health condition due to COVID-19 shall be waived.

Families First Coronavirus Response Act (FFCRA) Paid Leave Entitlements and Eligibility (expires December 31, 2020)

Qualifying Reason	Entitlement	Eligibility	Payment based on regular pay*	Maximum Paid Leave through 12/31/2020 (not per event)	Up to Maximum	Up to Maximum Total Payment
Subject to a federal, state, or local quarantine or isolation order related to COVID-19	Emergency Paid Sick Leave (E-PSL)	Immediate	100%	10 Days FT: up to 80 hours PT: two week equiv.	\$511	\$5,110
Has been advised by a health care provider to self-quarantine related to COVID-19	Emergency Paid Sick Leave (E-PSL)	Immediate	100%	10 Days FT: up to 80 hours PT: two week equiv.	\$511	\$5,110
Is experiencing COVID-19 symptoms and is seeking a medical diagnosis	Emergency Paid Sick Leave (E-PSL)	Immediate	100%	10 Days FT: up to 80 hours PT: two week equiv.	\$511	\$5,110
Is caring for an individual subject to a federal, state, or local quarantine or isolation order related to COVID-19 OR has been advised by a health care provider to self-quarantine related to COVID-19	Emergency Paid Sick Leave (E-PSL)	Immediate	66.67%	10 Days FT: up to 80 hours PT: two week equiv.	\$200	\$2,000
Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons	Emergency Paid Sick Leave (E-PSL)	Immediate (E-PSL)	66.67%	10 Days FT: up to 80 hours PT: two week equiv.	\$200	\$2,000
	Expanded FMLA (E-FMLA)	Must be employed at least 30 calendar days prior to request	66.67%	Up to 10 Weeks ** (first two weeks unpaid unless you elect E-PSL)	\$200	\$10,000
Is experiencing any other substantially similar condition by the U.S. Department of Health and Human Services	Emergency Paid Sick Leave (E-PSL)	Immediate	100%	10 Days FT: up to 80 hours PT: two week equiv.	\$511	\$5,110

* For purposes of the FFCRA, the regular rate of pay used to calculate your paid leave is the average of your regular rate over a period of up to six months prior to the date on which you take leave. If you have not worked for your current employer for six months, the regular rate used to calculate your paid leave is the average of your regular rate of pay for each week you have worked for your current employer.

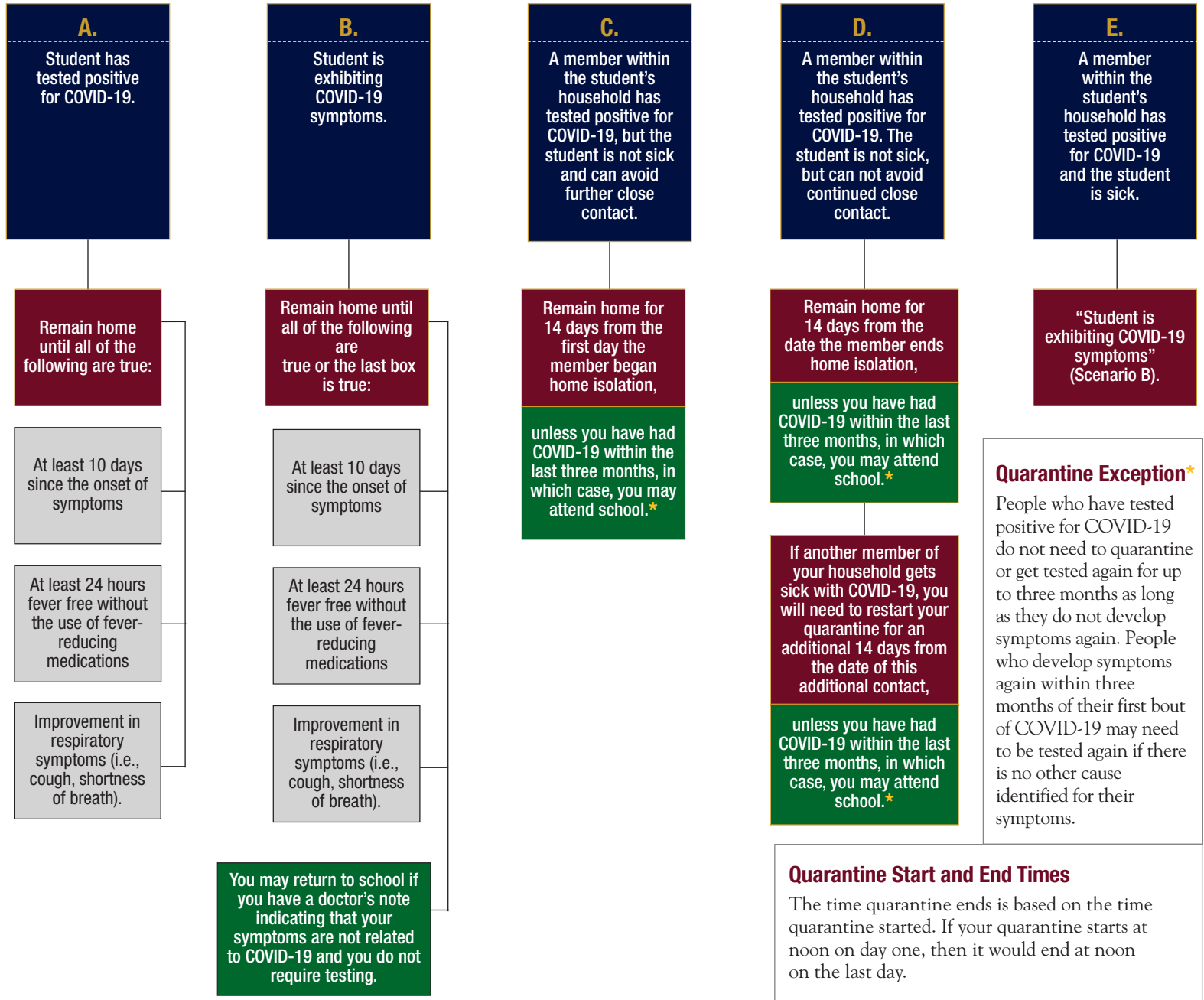
**The number of weeks available is dependent upon your use of FMLA during the prior 12-month period. For example, if you have taken six weeks of leave under FMLA in the prior 12-month period, you would have up to six weeks of Expanded FMLA available; the first two weeks of which are unpaid unless you elect to be paid through the Emergency Paid Sick Leave provision of FFCRA.

STUDENT AND FAMILY COVID-19 SCENARIOS



If the student or a member of the family has confirmed exposure to or a diagnosis of COVID-19, your healthcare provider or the Department of Health (DOH) will provide guidance and recommendations, including isolation for the case and quarantine for close contacts. Please share that guidance with the UASD to assist us in planning for the student's safe return to school.

In the absence of specific guidance from your healthcare provider or the DOH, the UASD will follow this flow chart.



STUDENT AND FAMILY COVID-19 SCENARIOS

F.
A member within the student's household exhibited COVID-19 symptoms but tested negative for COVID-19.

Remain home upon symptom onset,
and return to school after being notified of the negative test result and finding that the symptoms were not related to COVID-19.

G.
A member within the student's household has been exposed to COVID-19.

The student may continue to come to school unless they have been notified by the DOH or a medical professional to self-quarantine.

Remain home per mandated order.

H.
The student has been exposed to a positive or presumptive positive COVID-19 case (non-member of household) but the student is not sick


Remain home for 14 days after the date of exposure.

I.
The student has traveled outside of Pennsylvania

The student may continue to come to school unless mandated to self-quarantine per the DOH.

Isolation / Quarantine Guidelines Definition of Exposure / Direct Contact


Exposure occurs when there is a physical contact (contact within six feet for 15 minutes or more) between an infected person and yourself.



COVID-19 Symptoms

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- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



This list does not include all possible symptoms. The CDC will continue to update this list as they learn more about COVID-19.

If your child or a member of your family experiences a COVID-19 event, please notify your child's school nurse.

Biglerville Elementary
Heather Then
717-677-7191 ext. 5202

Upper Adams Intermediate School
Kim Hanan
717-677-7191 ext. 4108

Upper Adams Middle School & Biglerville High School
Sally Jones
717-677-7191 ext. 2150



COVID-19 Symptomatic K-12 Student or Staff Process Flow

To be referenced with the [Public Health Guidance for School Communities During COVID-19](#)

Student or staff present with symptoms*

Symptoms **are** consistent with COVID-19

(see *Example Symptom Screening Tool*)

Isolate from non-symptomatic students/staff – separate room or separate space in nurse’s office

Send home with referral to healthcare provider

Evaluation by healthcare provider/Investigation and notification by Public Health**

Positive COVID-19 test (case) or person is a close contact to person with COVID-19 – isolate case for 10 days/quarantine contact for 14 days

PA Dept. of Health (DOH)/County-Municipal Health Departments (CMHD) staff contacts individual or parent/ guardian and school entity to provide guidance and recommendations, including isolation for the case and quarantine for close contacts

Return to school***

Symptoms **are not** consistent with COVID-19

Assess using normal school policies

Return to school

* Notifying DOH or CMHD staff is not necessary for symptomatic students, staff, and faculty as other non-COVID-19 illnesses may present with similar symptoms. School nurses should contact DOH CMHD staff for further guidance if a parent/guardian/caregiver notifies the school of potential exposure by a student, staff member, or school visitor.

** For staff and students, who are not currently a close contact or quarantined, presenting with symptoms that may be associated with COVID-19 may return to school when any one of the following applies:

- Symptomatic individual/child not tested: exclude for 10 days from symptom onset AND at least 24 hours after fever resolution (if present) AND improved respiratory symptoms; or
- Symptomatic individual/child clinically cleared by primary medical doctor, certified school nurse or other health care provider: exclude until afebrile for 24 hours (if fever present) and symptoms improving; or
- Symptomatic individual/child with test negative: exclude until afebrile for 24 hours (if fever present) AND improved respiratory symptoms.

*** There is no need for a “negative test” for student or staff diagnosed with COVID-19 to return to school. Follow public health isolation guidance.



Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19

<u>Level of Community Transmission in the County</u>	Number of Cases of COVID-19 Within a 14-day period:	Number of Cases of COVID-19 Within a 14-day period:	Number of Cases of COVID-19 Within a 14-day period:
	1 student or 1 staff	2-4 students/staff in same school building OR <5% of total number of students/staff in a school building are cases OR Multiple school buildings with individual cases who are not household contacts	5+ students/staff in same school building OR ≥5% of total number of students/staff in a school building are cases OR Multiple school buildings with 2-4 cases who are not household contacts
Low	<ul style="list-style-type: none"> School does not need to close Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 3-5 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s) Public health staff will direct close contacts to quarantine
Moderate	<ul style="list-style-type: none"> School does not need to close Clean area(s) where case spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 5-7 days* Clean area(s) where cases spent time Public health staff will direct close contacts to quarantine 	<ul style="list-style-type: none"> Close school(s) for 14 days* Clean entire school(s) Public health staff will direct close contacts to quarantine
Substantial	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>	<u>DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission</u>

*When an entire school is recommended to close, lengths of closure time will vary by level of community transmission and number of cases. This allows public health staff the necessary time to complete case investigations and contact tracing, and to provide schools with other appropriate public health advice like cleaning and disinfecting.

Source: [PDE Determining Instructional Models During the COVID-19 Pandemic](#)





GUIDANCE FOR RESPONDING TO COVID-19

Due to the dynamic nature of COVID-19, this toolkit is based on guidance from federal, state, and local governing agencies as well as UASD policies and procedures in place. As guidance evolves, content contained in this toolkit may change, be amended, or augmented. The UASD will always adhere to the most recent recommendations from governing agencies.