

 Please Contact Human Resources with questions or to discuss your specific situation	Do Not Report to work. If you are at work, go home.	Leave Code and Pay* **4 additional FFCRA leave codes have been added for the 20/21 school year. Use the chart below to help select the correct leave code.	Return to Work
My principal/supervisor or told me I have had a potential exposure at work and have been sent home.	⊘	*** COVID – Work Exposure = Full Pay	48 hours or when cleared by ECDH
Ellis County Health Department (ECHD) or other health professional has advised me I am to quarantine due to a potential contact while at work .	⊘	COVID – Work Exposure = Full Pay	When cleared by ECDH or health provider
ECDH or health care provider has advised me I am to quarantine due to a potential contact outside of work or due to KDHE travel restrictions.	⊘	COVID – Non-Work Exposure = FFCRA Leave - Full pay for 2 weeks up to 80 hours per school year followed by sick or unpaid leave.	When cleared by ECDH or health care provider
I have been advised by my health care provider not to go to work because of COVID-19 comorbid health risk factors.	⊘	COVID – Non-Work Exposure = FFCRA Leave - Full pay for 2 weeks up to 80 hours per school year followed by sick or unpaid leave.	When cleared by health care provider
I am experiencing COVID-19 symptom(s) accompanied by fever of 100.4 and seeking a medical diagnosis.	⊘	COVID – Non-Work Exposure = FFCRA Leave - Full pay for 2 weeks up to 80 hours per school year followed by sick or unpaid leave.	24 hours fever free or when cleared by ECHD or health care provider
I have been diagnosed with COVID-19 as a result of potential exposure at work (as per ECHD contact tracing).	⊘	COVID – Work Exposure = Full Pay	When cleared by ECDH or health care provider
I have been diagnosed with COVID-19 as a result of potential exposure outside of work (as per ECHD contact tracing).	⊘	COVID – Non-Work Exposure = FFCRA Leave - Full pay for 2 weeks up to 80 hours per school year followed by sick or unpaid leave.	When cleared by ECDH or health care provider
Someone I live with has been exposed to COVID-19			Continue work as normal
I am awaiting test results I took at my own discretion (not at direction of COVID hotline or ECHD)			Continue work as normal
I am unable to work because of the need to care for a dependent child whose school or childcare provider is closed or unavailable for reasons related to COVID-19		**** COVID – Dependent Child Care = FFCRA Leave - 2/3 Pay for up to 12 weeks per school year followed by sick or unpaid leave.	As soon as possible
I am unable to work because of a need to care for a dependent that is subject to quarantine pursuant to Federal, State, or local government order or under the advice of a health care provider due to COVID-19 Risk Factors		**** COVID – Dependent Quarantine = FFCRA Leave - 2/3 Pay for 2 weeks up to 80 hours per school year followed by sick or unpaid leave.	As soon as possible
Questions about COVID – email USD 489 Lead Nurse jroe@usd489.com , call the COVID hotline – 877-261-714 or go to https://www.coronavirus.kdheks.gov/			
*Individuals may choose to use Vacation/Personal leave for any purpose. *Individuals may choose to use Paid Sick leave prior to COVID Leave.			
**FFCRA = Families First Coronavirus Response Act – Contact HR to request FFCRA leave.			
***COVID – Work Exposure leave is paid by the district and will not change your leave balance.			
****May be used in conjunction with paid leave to obtain full pay.			