



**COVID-19
FACULTY/STAFF
TRAINING
AUGUST 2020**

Novel Coronavirus

- On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV".
- There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.



How Virus Spreads

- The virus is mostly thought to spread between people who are in close contact with one another (within about 6 feet).
- Spread through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

How to avoid spreading the virus

WASH YOUR HANDS often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

It's especially important to wash:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your mask
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Social Distancing

How to avoid
spreading the
virus

- **Inside your home:** Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet (about 2 arms' length) from other people
 - Keeping distance from others is especially important for people who are higher risk of getting very sick.



Wave

Spirit
Fingers

Thumbs
Up

Salute



Peace

Air
Fist
Bump



Air
High
Five

SOCIAL DISTANCING GREETINGS



Hand on
Heart



Namaste



Silly
Face



Air Hug



Victory



Heart
Fingers



Pinky
Wave



Dab



a little
Dance

How to avoid spreading the virus

Masks/Face Coverings

- Cover your mouth and nose with a mask when around others.
- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a mask in public settings and when around people who don't live in your household, especially when other measures are difficult to maintain social distancing.
 - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

*will discuss MSD mask policy later in presentation

How to avoid spreading the virus

Clean and Disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.

How to avoid spreading the virus

Monitor Your Health Daily

- **Be alert for symptoms.**
- **Take your temperature if symptoms develop.**
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- 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
-
- Call your doctor for medical advice

WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Emergency Signs

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

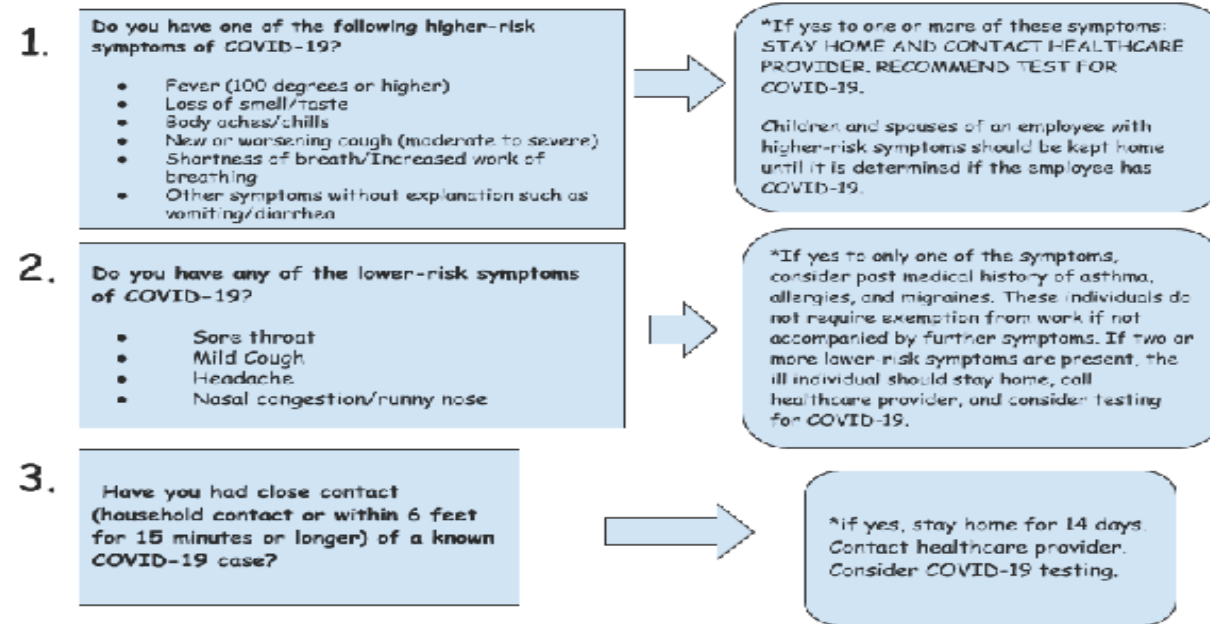
Symptoms Chart

COVID-19 vs. Cold vs. Flu vs. Seasonal Allergies

	COVID-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Seasonal Allergies
Incubation period	2-14 days	1-3 Days	1-4 Days	Varies
Symptom onset	Gradual	7-10 Days	3-7 Days	Varies
Symptoms				
Fever	Common	Rare	Common	Sometimes
Fatigue	Sometimes	Sometimes	Common	Sometimes
Cough	Common (Usually dry)	Mild	Common (Usually dry)	Sometimes
Sneezing	No	Common	No	Sometimes
Aches and pains	Sometimes	Common	Common	No
Runny or stuffy nose	Rare	Common	Sometimes	Common
Sore throat	Sometimes	Common	Sometimes	No
Diarrhea	Rare	No	Sometimes for children	No
Headaches	Sometimes	Rare	Common	Sometimes
Shortness of breath	Sometimes	No	No	Sometimes
Itchy nose, eyes or roof of the mouth	No	No	No	Common
Watery, red or swollen eyes	No	No	No	Common



Daily Health Screening Tool for Staff



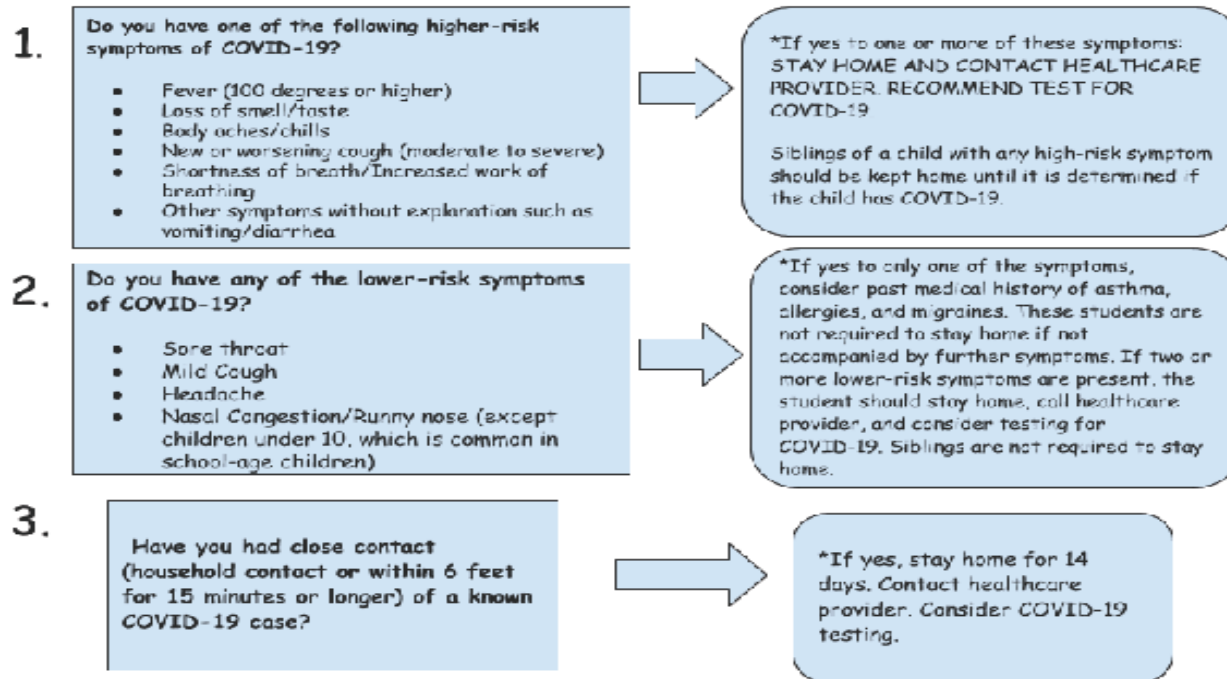
STAFF: PLEASE REPORT IF YOU ARE CURRENTLY UNDERGOING COVID-19 TESTING TO YOUR PRINCIPAL OR DIRECT SUPERVISOR.

MSD Point of Contact: Kelly Fogleman msd.covid19@gmail.com 901-401-0265

All reports of employees undergoing testing for COVID-19, regardless of results, will be kept strictly confidential.



Daily Health Screening Tool for Students

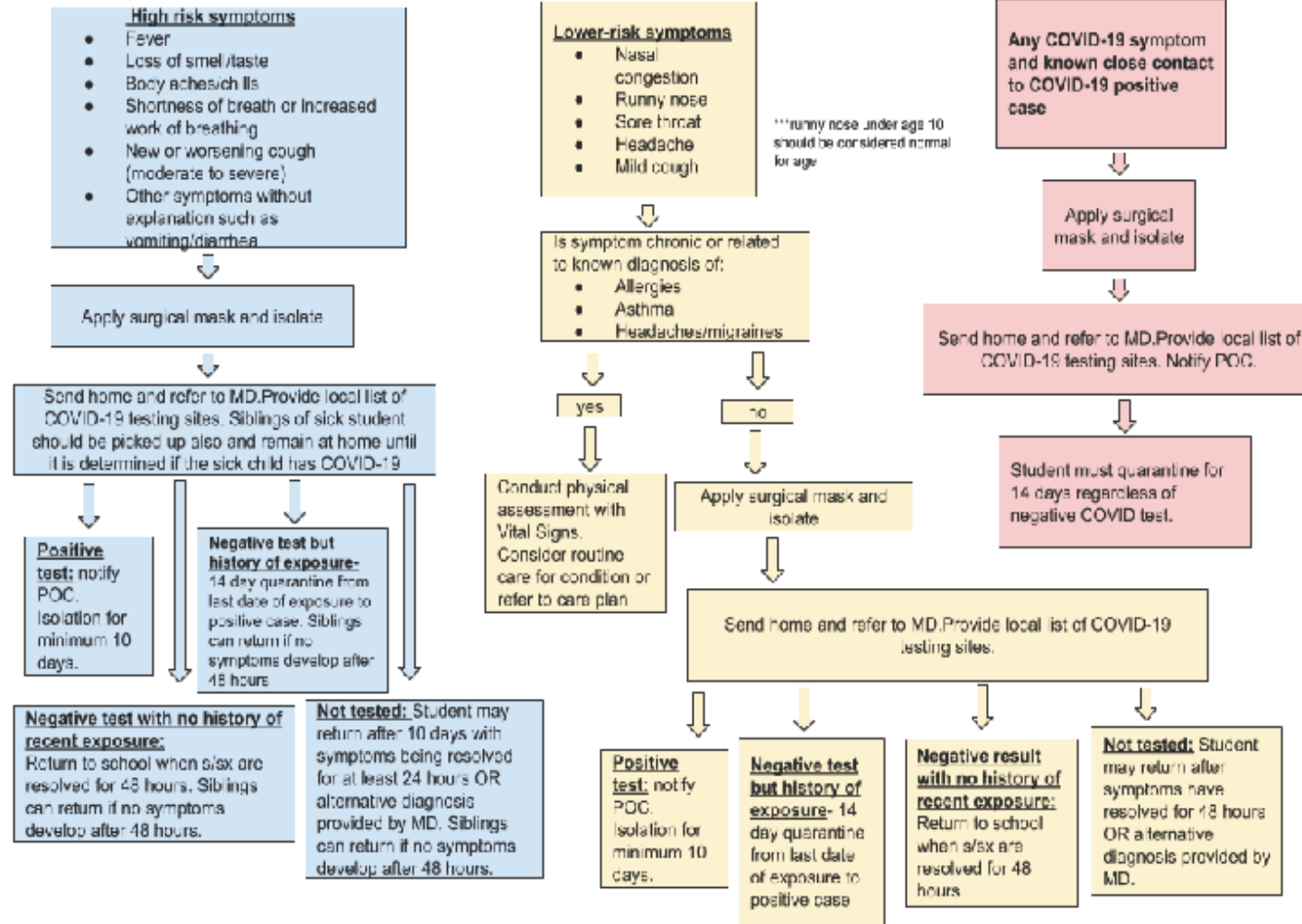


Parents: PLEASE REPORT IF YOUR CHILD IS CURRENTLY UNDERGOING COVID-19 TESTING OR TESTS POSITIVE FOR COVID-19 TO :

MSD Point of Contact: Kelly Fogleman msd.covid19@gmail.com 901-401-0265



SICK STUDENT PROTOCOL



****ALL STUDENTS/STAFF UNDERGOING TESTING FOR COVID-19 SHOULD BE REPORTED TO POC: Kelly Fogleman or Carlssa Lacy**

Sick Room (isolation space)

- Any child with one high-risk symptom or two low-risk symptoms should be considered to have a “COVID-like illness” and be isolated in a sick room until he/she can leave the building.
- Mask should be worn by sick student at all times
- The campus school nurse will evaluate the student and determine if they need to be placed in the isolation room.
- Plan for the child to be picked up within one hour. If there are siblings of the ill child in school, they will be dismissed as well.

COVID-19 Testing



Coast-to-Coast Medical
2201 Horizon Rd., Suite 4
West Memphis, AR 72301
(870)732-0332
*accepts Medicaid by referral from PCP

Community Family Medical
1139 AR-77
Marion, AR 72364
(870)559-2480
*accepts AR kids

Bono Family Medical Clinic
(Drive-thru testing by Little Ceaser's)
Open M-F from 9:00-5:00

Marion Minor Medical
136 Block
Marion, AR 72364
(870)559-2314
*not a medicaid provider

Phillips Family Healthcare
2921 AR-77 #12
Marion, AR 72364
(870)559-4252
*not a medicaid provider

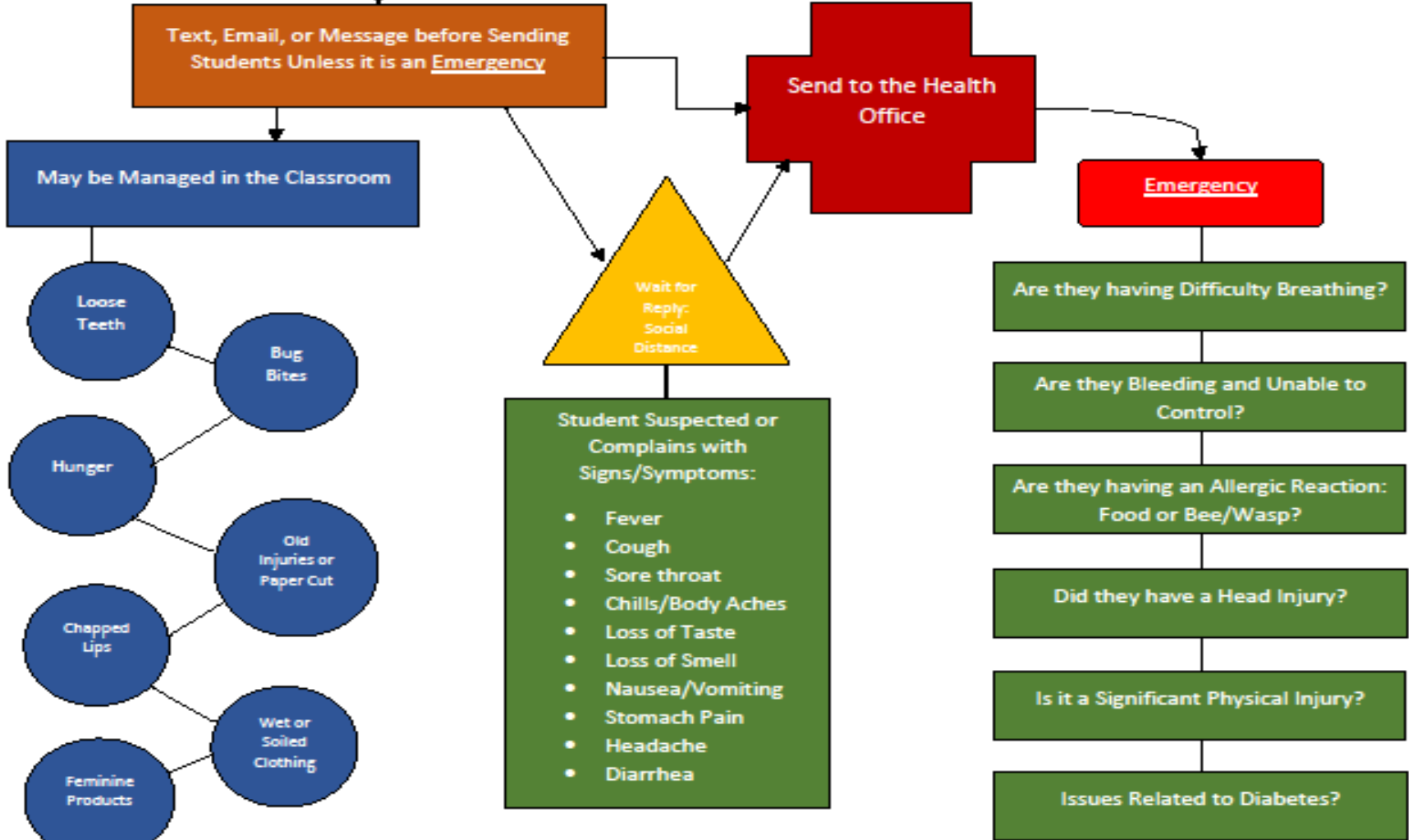
Mitchell Family Medicine/The Ark Children's Clinic
924 AR-77
Marion, AR 72364
(870)551-2626

East Arkansas Family Health Center
900 N 7th St
West Memphis, AR 72301
(870)735-3842

East Arkansas Family Health Center- School Health Center
#1 Patriot Dr.
Marion, AR 72364
(870)739-5137
*testing available after school nurse assessment

Crittenden County Health Department
901 N. 7th Street
West Memphis, AR 72301
(870)735-4334
Mon., Wed., Thurs., Fri.- 8:00-4:30
Tues.- 8:00-6:00

Teachers: Sending Students to the Health Office during COVID-19



**Mental Health:
Send to counselor
first unless student is
in distress



MSD Mask Policy

All MSD students in kindergarten through 12th grade will be required to wear a mask or face covering that covers their nose and mouth at all times. This applies both while attending school or a school function in any school building, district facility or other area of a school campus or the district's grounds, and when riding in school-provided transportation. It also applies to students waiting outside school building before and after school and at bus stops.

All MSD employees will be required to wear a mask or face covering as well while working or attending a school function in any school building, district facility or other area of a school campus or the district's grounds, according to the policy.

FACE MASKS

Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice.

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.

A face mask should:

- fit snugly but comfortably against your face.
- completely cover your mouth and nose and ideally your chin
- a face mask should be secured with elastic ear loops or ties

Masks should not be removed for sneezing and coughing. A spare mask should be used if mask becomes wet.

Students should store masks on a break-away lanyard or in a paper bag when not in use.



How to Care for CLOTH Masks

- You should wash your mask after each use and remove it if it becomes soiled
- A washing machine and dryer are adequate for cleaning
- Do not spray your mask with disinfectants or harsh chemicals
- Discard your mask if it becomes damaged
- Every student and school personnel will be supplied with a cloth mask



Important Considerations

Cloth face coverings should **not** be placed on:

- Children younger than 2 years old.
- Anyone who is having trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Clear Face Covering



Consider use of clear face coverings that cover the nose and wrap securely around the face by some teachers and staff. Clear face coverings should not cause any breathing difficulties or over heating for the wearer. Teachers and staff who may consider using clear face coverings include;

- Those who interact with students or staff who are deaf or hard of hearing, per the IDEA.
- Teachers of young students learning to read
- Teachers of students in English as a second language classes
- Teachers of students with disabilities
- Clear face coverings are not face shields.

Face Shields



- Not a replacement for face masks
- Provide eye protection
- If used, shield should go below the chin, extend around sides of face, and have no opening at the top (forehead area)
- May need to be considered by teachers dealing with hearing impaired students or teaching phonics.
- Maintain 6 foot distance while using a face shield
- Consider adding a hood or drape to bottom of face shield to prevent escape of aerosols beneath the shield
- Can be cleaned with an approved disinfecting wipe or solution.

FACE SHIELD WITH DRAPE



Putting On, Taking Off, & Wearing Your Mask

- Wash your hands with soap and water or hand sanitizer before putting on mask.
- Avoid touching eyes, mouth, nose or the mask while wearing it.
- Wash hands or apply hand sanitizer before taking the mask off.
- Do not touch the face of the mask. Remove by handling only the loops or ties of the mask.
- Wash hands with soap and water or hand sanitizer after handling the used mask.

Other Considerations:

- Ensure teachers and staff are aware that they should [wash](#) or [sanitize hands \(using a hand sanitizer that contains at least 60% alcohol\)](#) before and after helping a student put on or adjust a cloth face covering.
- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be [washed](#) after every day of use and/or before being used again, or if visibly soiled.
- Students and schools should consider having additional cloth face coverings available for students, teachers, and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.



Mask breaks

- The best time for a mask break would be when students can maintain 6 feet of distance.
- Times when children are outdoors would be good if they are maintaining distancing during these times.
- When eating or drinking
- It might be that each child does this at a different time, depending on his/her own needs with regards to thirst, irritation, itching, etc.
- Students should sanitize their hands after handling the mask.

Elementary School Settings



- Play games or engage in other fun activities that teach students how to wear a face covering.
- Consider using some art materials or other creative outlets to help students understand why face coverings help reduce the spread of COVID-19.
- Share social stories about face coverings with students so they know what to expect at school. A social story is similar to a simple picture book that teaches students what to expect in social settings.
- Use behavioral techniques, such as positive reinforcement, to increase the likelihood that students will comply with face covering guidance.



Middle School Settings

- Show short videos or incorporate short lessons (less than 10 minutes) that teach students how to wear a face covering. Consider including videos with celebrities, musicians, athletes or other influencers popular among this age group.
- Follow videos with verbal instructions that demonstrate the correct ways to wear a face covering.
- Engage the class in discussions about why face coverings help reduce the spread of COVID-19.
- Incorporate a lesson into the science curriculum on how respiratory droplets spread infectious disease.
- Create a school competition for the best health communication strategy to highlight the importance of wearing a cloth face covering to middle school students.

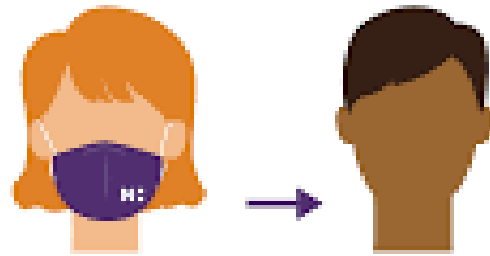


High School Settings

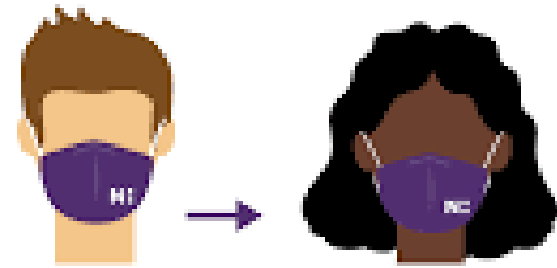
- Show videos or incorporate lessons that teach students how to wear a face covering, including the correct and incorrect ways to wear a face covering. Consider including videos with celebrities, musicians, athletes, or other influencers popular among this age group.
- Ask students to write a short paper on the science behind the use of cloth face coverings as a form of source control.
- Create a school competition for the best health communication strategy to highlight the importance of wearing cloth face coverings to high school students.



High risk

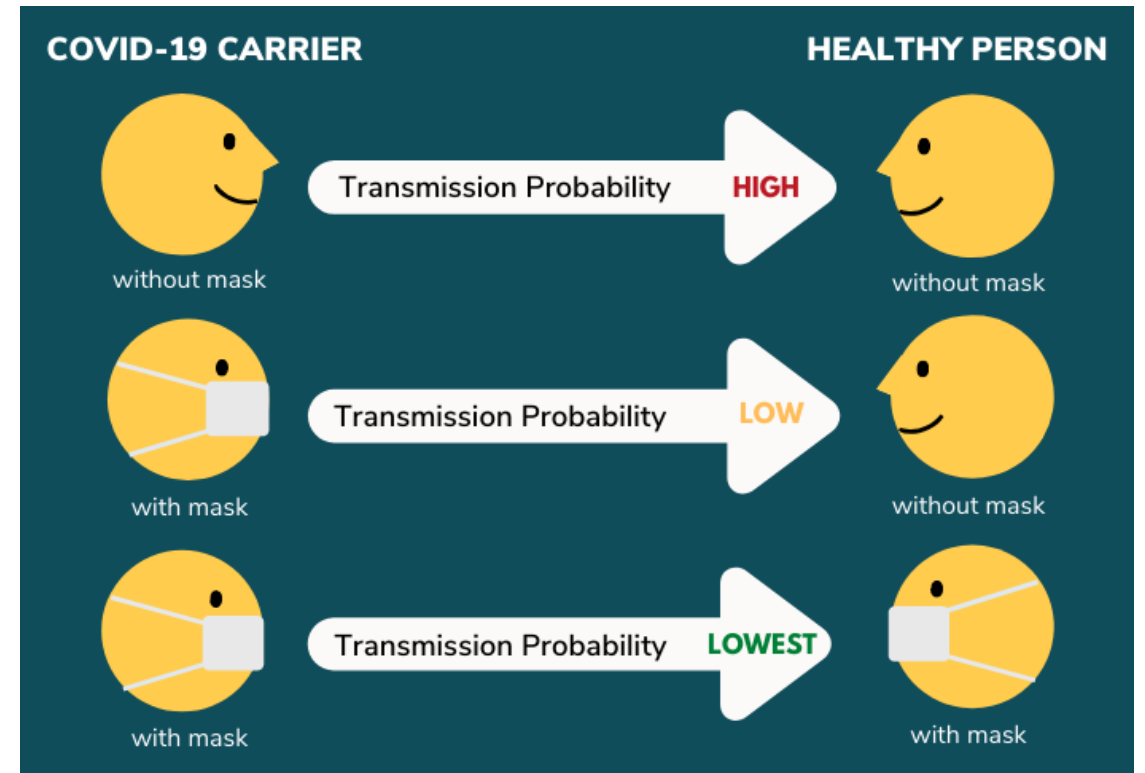


Medium risk



Low risk

For illustrative purposes only



How to wear a mask.



Students with Special Healthcare Needs

- Ask parents, caregivers, and guardians to practice wearing face coverings at home before the student returns to school.
- Share social stories about face coverings with students so they know what to expect at school. A social story is similar to a simple picture book that teaches students about what to expect in social settings.
- Introduce students with sensory concerns or tactile sensitivities to face coverings with a variety of materials, prints, and textures, and allow them to choose which face covering is most comfortable.
- Use behavioral techniques such as positive reinforcement to increase the likelihood that students will comply with face covering guidance and other prevention practices
- Special Education teachers/therapists: wear masks/face shields and gloves (as needed) when in contact with students
- OT/PT- masks and gloves (as needed) when in contact with students
- SLPs- face shields and/or masks, gloves (as needed) when in contact with students
- All therapists should keep thorough records regarding dates and minutes spent with students for contract tracing purposes.
- Paraprofessionals working with students will wear masks/face shields, gowns, and gloves (as needed) when in contact with students.



Positive Case of COVID-19

Probable Close Contacts will be identified:

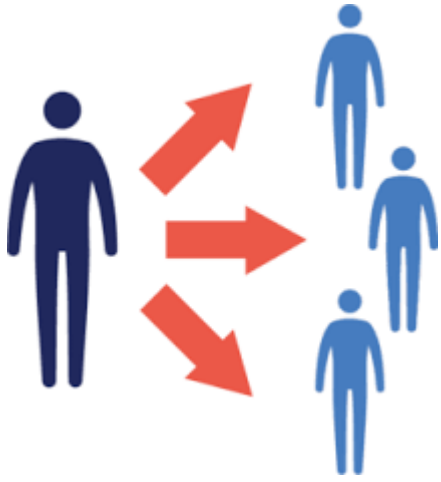
- Contacts during the student's infectious period (48 hours before first symptom or 48 hours prior to date of test if asymptomatic)
- Within 6 feet
- 15 cumulative minutes or longer during a 24 hour period
- With or without a mask
- Examine contacts in all classrooms
- Contacts during lunch
- Contacts during transportation
- Contacts during athletic/extracurricular times

Positive case and list of close contacts reported to ADH

****SEATING CHARTS ARE CRITICAL**

Seating Charts

- Seating charts are needed in all classrooms K-12
- Seating in cafeterias K-6 and if possible 7-12
- Document any changes in seating chart with the date the change was made
- Seating charts on buses



Probable Close Contacts

- Will be contacted initially by MSD's Point of Contact person.
- Will be expected to self-quarantine immediately for 14 days from the last date of contact with the positive case and await their close contact status to be confirmed by ADH contact tracing.

Stop the Spread of COVID-19



How long should quarantine or isolation last?

QUARANTINE

For people exposed to a person who tested positive for COVID-19

14 days after last exposure, IF no symptoms have developed, even if your initial test is negative.

ISOLATION

For people positive for COVID-19 with symptoms who are isolating at home

AT LEAST 24 HOURS since last fever without the use of fever-reducing medications **and** other symptoms have improved, **AND**

10 days have passed since symptoms first appeared.

For people positive for COVID-19 with NO symptoms

10 days have passed since the date of the positive COVID-19 diagnostic test with no illness.

For people hospitalized for COVID-19 with severe illness

AT LEAST 24 HOURS since last fever without the use of fever-reducing medications **and** other symptoms have improved, **AND**

20 days have passed since symptoms first appeared.

A test-based strategy could also be considered for some patients (e.g., those who are severely immunocompromised) in consultation with local infectious disease experts if concerns exist for the patient being infectious for more than 20 days.

Quarantine

Required for people exposed to a person who tested positive for COVID-19, even if they receive a negative test result. This is because the incubation period for symptoms to develop is considered 14 days.

Isolation

Required for people testing positive for COVID-19. Isolate themselves for a minimum of 10 days. The ADH case investigator will issue an official ADH letter of release when individual is ready to return to work/school.

When to start and end quarantine

Scenario 1: I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had close contact.

Date of last close contact with person who has COVID-19 + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 2: I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Date person with COVID-19 began home isolation + 14 days = end of quarantine

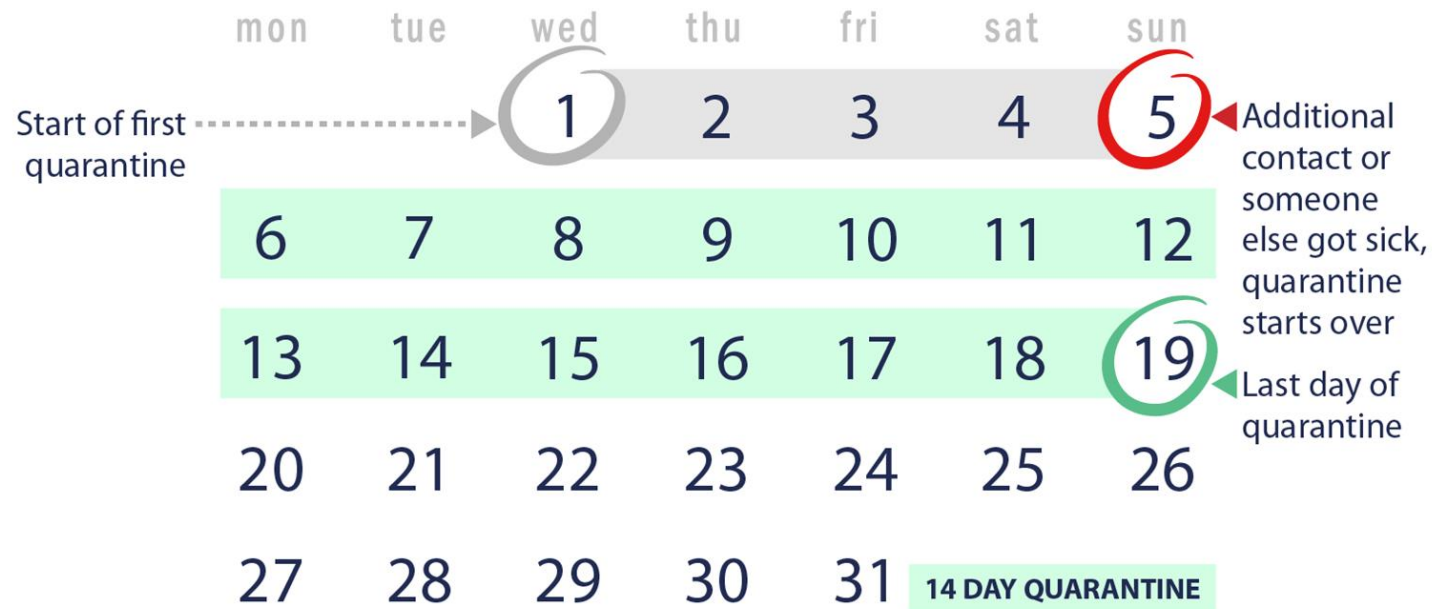


Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 3 : I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. **Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.**

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 4: I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the [criteria to end home isolation](#).

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

I've had COVID-19 within the last 3 months:

People who have tested positive for COVID-19 within the past 3 months do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

MSD Point of Contact (liaison between the district and ADH)

Kelly Fogleman
Carissa Lacy



**Arkansas
Department
of Health**

Reporting Protocol

All Employees should report a COVID-19 positive case, a close contact exposure to a positive COVID-19 case (within 6 feet for 15 minutes cumulatively, with or without a mask), and any student or employee undergoing testing for COVID-19 to



Direct Supervisor



Report to Kelly Fogleman or Carissa Lacy at
msd.covid19@gmail.com
901-401-0265 call or text

Upcoming Flu Clinic Dates

- ❑ 10/08/2020- VPA & MJHS
- ❑ 10/09/2020- HCGC, 7th Grade, K-8 ALE
- ❑ 10/12/2020- MST
- ❑ 10/13/2020- Marion Administration, MHS, and 9-12 ALE



Coping with STRESS

- **Things you can do to support yourself**
 - Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic continuously can be upsetting. Sometimes we just need to unplug.
 - Take care of yourself. Take deep breaths, walks, or stretch. Eat healthy well-balanced meals, exercise regularly, get plenty of sleep, avoid alcohol.
 - Make time to unwind and try to do activities you enjoy.
 - Connect with others. Talk to someone you trust about your concerns and feelings.
- **Call your healthcare provider if stress gets in the way of your daily activities for several days in a row.**

Questions

If you have any question, please feel free to contact your immediate supervisor or campus nurse.

Thank you for all you do!!



References

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- <https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>
- <https://www.lebonheur.org/files/Back-to-School%20Task%20Force%20Le%20Bonheur%20Children%20s%20UT%20HSC%20Recommendations%20FINAL.pdf>

Families First Coronavirus Response Act (FFCRA)

- The FFCRA provides paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.
- The FFCRA became effective April 1, 2020 and provides for
 - Emergency Paid Sick Leave Act (EPSLA)
 - Emergency Family and Medical Leave Expansion Act. (EFMLEA)
- These provisions will apply through December 31, 2020.

Emergency Paid Sick Leave Act (EPSLA)

- Provides employees with 2 weeks (up to 80 hours) of paid sick leave in specified circumstances related to COVID-19
- Paid sick leave is in addition to any other paid leave and is not meant to limit other types of leave that employee may utilize.
- Depending on circumstances, the sick leave is generally paid at the regular rate of pay **or** two-thirds (2/3) of that rate (subject to limitations)
- There is no minimum service requirement
- EPSLA leave must cease immediately following the termination of the employee's qualifying circumstances

Qualifying Reasons for Leave Related to COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, **including unable to telework**, because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
2. Has been advised by a health care provider to self-quarantine related to COVID-19.
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons

Use of Leave

- Employees can use a total of 10 days of emergency paid sick leave (EPSLA) for reasons 1-5.
- For reasons 1-4, employees can take 10 additional weeks of FMLA, if the employee has not already exhausted available FMLA for the year. FMLA is not paid leave, but can be paid if the employee uses available leave days.
- Employees can use 10 additional weeks of EFMLEA for reason 5 only, at 2/3 pay up to \$200 per day.
- For leave options at 2/3 pay, employees can use a prorated amount of leave time to restore pay to the full daily rate of pay if available for that circumstance.
- Daily and aggregate limits.
 - \$511/day and \$5,110 in aggregate for 1, 2, or 3
 - \$200/day and \$2,000 in aggregate for 4 and 5

Emergency Family and Medical Leave Expansion Act (EFMLEA)

- Provides EFMLEA to employees who cannot work or telework due to a need for leave to care for their son or daughter if the school or place of care has been closed or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- An employee is eligible for a **total** of 12 weeks of EFMLEA and standard FMLA. Any EFMLEA available will be offset by FMLA time already taken.
- The first two weeks of an employee's EFMLEA are unpaid; however, if qualified, the employee can use up to 80 hours of Emergency Paid Sick Leave (EPSLA) at the rate of 2/3 of the employee's regular rate of pay up to a maximum of \$200/day and a total of \$2,000, during the otherwise unpaid period.
- The remaining 10-week period of EFMLEA will be paid at 2/3 of the employee's regular rate of pay for the number of hours the employee is normally scheduled to work, up to a max of \$200/day and \$10,000 total

Notification and Paperwork

- There are notifications and paperwork required when it comes to FFCRA leave. The district and the employee have timelines that must be followed for this leave.
- Consolidated Admin Services, CAS, handles the district's FMLA notifications and paperwork. They will also handle this for the FFCRA leave. **For leave that is related to COVID, Kristen Crockett, Director of Human Resources, must be notified of the employee absence on the first day of the leave.**
- kcrockett@msd3.org or 870-739-5100