



COVID-19 Time Off Frequently Asked Questions for School Leaders and Staff Members

Document purpose

The purpose of this document is to provide principals and staff members with frequently asked questions related to COVID-19 time off. Please note as a result of changes in guidance as well as the end of the federal and state public health emergency declaration for COVID-19, guidance around time off has changed as well.

For questions not answered here, please contact your Employee Relations Officer in Human Resources.

Frequently asked questions

I have tested positive for COVID-19. What should I do?

1. Under the *Operational Guidance for K-12 Schools and Early Care and Education Programs for Centers for Disease Control and Prevention (CDC)*, Employees who are confirmed COVID-19 positive should isolate themselves from others, regardless of vaccination status, and remain home until feeling better (at least 5 days). Employees must notify the school nurse and supervisor when confirmed positive for COVID-19.
 - a. For tracking of data purposes regarding COVID cases within the workplace, the school nurse or supervisor will contact the Director of Nursing to report COVID-19 cases.
2. Enter your absence for the next day into AESOP as a sick day. Your day will be charged as a sick day in AESOP, similar to other reasons sick leave is utilized. Given that there is no longer a state or federal requirement to quarantine, **all COVID-19 cases will be charged as sick days. There are no longer paid quarantine days for COVID-19 cases.**
3. Email your HR contact to obtain assistance in entering and approving your sick leave in AESOP for COVID-19 illness.
 - a. 1033 members email lashonna.semedo@ppsd.org
 - b. Elementary teachers, admin and non-union with the last name M-Z email karen.lanzieri@ppsd.org
 - c. Middle School teachers email lynn.calcagni@ppsd.org
 - d. Secondary teachers and clerks, admin and non-union with the last name A-L email charlene.vela@ppsd.org

My child (or household member) was a close contact of a confirmed COVID-19 case, what do I do?

1. Under newly updated *CDC guidelines*, individuals are no longer required to isolate based on close contact. You should continue to monitor your health and if you have any symptoms related to COVID-19, you should get tested immediately.
2. If you are feeling sick or having symptoms related to COVID-19, based on a close contact, you are strongly encouraged to get tested immediately and remain at home until you feel better. **You must enter your absence into AESOP as a sick day. Please be advised that after 4 consecutive sick days, you must provide a medical provider's note to return to work.**
3. Email your HR contact for assistance to enter and approve your sick leave in AESOP or to request support for other leave options, if sick leave has been exhausted.
 - a. 1033 members email lashonna.semedo@ppsd.org
 - b. Elementary teachers and clerks, admin and non-union with the last name M-Z email karen.lanzieri@ppsd.org
 - c. Secondary teachers and clerks, admin and non-union with the last name A-L email charlene.vela@ppsd.org

I am at work and I am starting to feel ill. My school nurse is sending me home to talk to my physician and get tested. What should I do? Do I lose a sick day?

- You must use a sick day for this illness. Employees are no longer eligible for paid Quarantine days in PPSD. Call and/or Email your HR contact to obtain assistance to enter and approve your sick leave in AESOP.
 - a. 1033 members email lashonna.semedo@ppsd.org (456-9100, ext.11221)
 - b. Elementary teachers, admin and non-union with the last name M-Z email karen.lanzieri@ppsd.org (456-9100, ext.11222)
 - c. High School teachers and clerks, admin and non-union with the last name A-L email charlene.vela@ppsd.org (456-9100, ext.11202)
- Call your physician to report your symptoms and see if a test is warranted
- Return to work when you are symptom free and released from your medical provider
- For all PPSD employees (including PTU, 1033, 1339, and non-union) sick time will be discharged.

I have a surgery coming up, can I work from home so I don't have to use my sick days?

- No, you may not work remotely during this time. Please take the time your physician has designated as recovery time to rest and recuperate from your procedure.

I need to take a covid test in order for a medical procedure. Do I have to wait for the results to come back to work?

- No, you do not.

I was not required to take a COVID-19 test and am asymptomatic, but would like to get tested. Am I able to use a sick day to do so?

- We strongly encourage staff to schedule tests outside of the workday. If you do take time for a test, you will need to take a sick/personal day.

I am isolating as a result of a positive COVID-19 test, can I work from home?

- If you are isolating because you are personally ill, we want you to focus on your health and recovery so working remotely will not be applicable. Once you are feeling better you may return to work.

A household member is exhibiting symptoms and needs supervision while awaiting test results. What should I do?

- You will discharge a family sick day. Teleworking is not applicable.

My child's daycare closed (or my child's school closed) due to covid related issues. What can I do?

- You may discharge sick, vacation or personal time to be home with your child. You can contact lashonna.semedo@ppsd.org for more information.

I am on FMLA. Can I work remotely?

- No you may not.

I have slight symptoms and took a COVID-19 test. The rapid test results are negative, can I come back to work?

- You may return to work when symptom free for 24 hours.

I was told to isolate by RIDOH. I have another job, can PPSD provide me with a note for my other job?

- No. Contact Erika.lafrate.CTR@health.ri.gov to help you get official documentation.

I have traveled to a state identified as requiring quarantine/testing by RIDOH. What are my steps?

- RIDOH no longer has a list of states requiring quarantine or testing; however, *General Guidance and Recommendations for Travelers* can be accessed on the website: <https://health.ri.gov/covid/travel/>
- Staff who are traveling should review recommendations on how to protect themselves from COVID-19 before, during and after travel
- View the information under "COVID-19 Testing for Travelers" for recommendations. You can also review more guidance from CDC if you plan to travel within the United States (US) and US territories or outside of the US.
- RIDOH no longer requires testing for traveling within the US or outside of the US.