

HUMAN RESOURCES

COVID-19 information for IUSD Staff

We understand that staff may be anxious about news of the novel coronavirus (COVID-19). This Frequently Asked Questions document (FAQ) is intended to provide you with the latest information as the developing situation relates to employees in IUSD.

As the COVID-19 situation develops nationwide and locally, we will generally follow our normal procedures for absences, reporting absences, and providing lesson plans when certificated staff miss work due to illness. We will make any necessary adjustments based on guidelines provided by federal, State, and/or County agencies.

FREQUENTLY ASKED QUESTIONS

New Information Updated April 7, 2020

Where can I get information about a new federal leave for COVID-related incidents?

This information has been posted on the HR intranet at this link <https://intranet.iusd.org/hr/>.

New Information Updated March 24, 2020

Will we return to work after Spring Break ends on April 6?

IUSD has extended school closure for students until May 1. Staff continues to work as directed by their supervisors and certificated and classified instructional staff continue to work from home via Emergency Distance

Learning. Here is what Superintendent Terry Walker sent to the community today. Please see the entire message at IUSD.org.

MARCH 24, 2020

Dear IUSD Students and Families,

In recent weeks, the State of California escalated its efforts to slow the spread of COVID-19, through the executive order issued by Governor Gavin Newsom last Thursday, calling for California residents to stay at home, with exceptions for attending to essential needs. Over the weekend, a presidential Major Disaster Declaration also acknowledged the scope of this crisis and bolstered California's emergency response efforts.

Locally, the Orange County Health Care Agency tightened restrictions on public and private gatherings last week and the Orange County Superintendent of Schools, Al Mijares, expressed his support for Orange County school districts to extend school closure dates. "Keeping children home from school is a drastic measure, one that shows how seriously health officials and educators are taking this public health threat," said Mijares. "We must do our part now to flatten the curve."

Based on these conditions, directives and preventive measures, the Irvine Unified School District Board of Education and I have extended the closure of our schools through Friday, May 1.

If we learn, prior to May 1, that circumstances have changed and that we can safely reopen our schools, IUSD and our dedicated staff will do so at our earliest opportunity. To that end, the District will continue to monitor closely the guidance from federal, state and local authorities and coordinate our actions and responses with expert health agencies and other OC school districts.

New Information Updated March 18, 2020

How do leaves and absences work now that some staff are working from home and some are working on site?

The key idea is that everybody is working and providing service, some remotely and at home, others on site. Therefore, our regular sick leave and absence reporting provisions apply. If you have any questions, contact HR@iusd.org.

Why are some staff still reporting to work at schools and district facilities? I thought we were to “stay at home.”

Governor Newsom issued a “stay at home” order but stressed that essential services are to continue. Education is an essential service and we remain committed to serving our students. We are maintaining essential operations to provide emergency distance learning for students and we need our sites open for staff to do that. We continue to evaluate essential operations and what that means on a daily basis.

On March 17, the Orange County Health Officer stated that, *“All public and private gatherings of any number of people, including at places of work, occurring outside a single household or living unit are prohibited. However, nothing in this Order prohibits the gathering of members of a household or living unit.”*

However, school employees were exempted in this order as they are providing an essential activity. In addition, all school employees are emergency disaster workers per Government Code.

The Orange County Health Officer then changed the order on March 18, 2020 to state, “It is important for Orange County businesses to remain open while practicing social distancing consistent with the California Department of Public Health’s guidance.”

I am a staff member required to report to work. I am not sure I can and I’m concerned about using my sick leave- what should I do?

See FAQs below and contact HR@iusd.org immediately to discuss your particular situation.

New Information Updated March 15, 2020

California Governor Gavin Newsom just directed persons 65 or older to self isolate and stay at home. If I am in that category, should I come to work.

No. You are not required to come to work on Monday. Please email HR@iusd.org and we will give you directions about how to proceed. *Please note that these staff have been directed to work from home and remain in paid service (updated on March 18, 2020).*

Governor Newsom also told those with compromised health to stay at home. What should I do?

If you feel that this directive applies to you, stay at home tomorrow and contact HR@iusd.org for directions. *Please note that these staff have been directed to work from home and remain in paid service (updated on March 18, 2020).*

New Information Updated March 13, 2020

Should I obtain early refills of my medication through Express Scripts?

Effective January 1, 2020, the District switched to Express Scripts as our pharmacy provider. Express Scripts recently published important information regarding early refills and stockpiling of medication. Click [here](#) to learn more.

March 11, 2020

How will IUSD communicate with staff about COVID-19?

Check for regular updates at IUSD.org. We will also use Newsflash, social media, and district email. Check your district email regularly.

What can I do to protect myself and others?

The Center for Disease Control and Prevention (CDC) officials recommend the following steps to prevent the spread of all respiratory viruses, including influenza and COVID-19.

- Wash your hands frequently and for at least 20 seconds with soap and water or alcohol-based hand sanitizer.
- Cough into your elbow or a tissue and not your hands. Dispose of the tissue.
- Clean and disinfect frequently touched surfaces at home, work and school.
- Avoid touching your eyes, nose and mouth.
- Avoid close contact with people who are sick.
- If you are sick, stay home and do not travel or report to work.
- Practice healthy habits: Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.

Is the district increasing cleaning at school sites?

Yes. We have assembled additional crews of custodial staff who have been cleaning sites at night on a rotational basis for the past few days. We are also sending extra tissues and hand-sanitizer to sites.

What if I think I am sick? Should I come to work?

No. As with any illness, report your absence on Frontline (AESOP) the day before you anticipate an absence. Contact your healthcare provider if necessary.

For employees and dependents enrolled in one of IUSD's medical plans, TELADOC services are available as an affordable option for quality care from the convenience of your home. Teladoc doctors treat many medical conditions, including cold and flu symptoms. Register with Teladoc and pay only a \$5 copayment per call.

From Your Computer: Teladoc.com/bsc

From Your Phone: 1-800-835-2362

From Your Mobile Device: Teladoc.com/mobile

What absence reason should I enter in Frontline (AESOP) if I am sick?

Use 02 Illness > illness.

What should I do if I have a fever?

Staff should not report to work with a fever. Report your absence in Frontline. The California Department of Public Health (CDPH) recommends that you remain at home until your fever has been gone for at least 24 hours without the use of fever-reducing medicines. CDPH also recommends that you seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.

A family member or person living in my home is sick. Should I come to work?

If you have no symptoms of illness, yes. If you need to stay home to care for the sick family member, you may use sick leave. Report the absence on Frontline using the 02. Illness > Illness AB109 Sick family member.

Has any IUSD staff member contracted COVID-19?

No. The Orange County Health Care Agency (OCHCA) monitors cases and will notify IUSD if a staff member tests positive for the virus.

What should I do if I have recently returned from a region identified by CDC as a level 3 or higher Travel Health Notice?

Contact Human Resources at HR@iusd.org. The Centers for Disease Control and Prevention (CDC) has recommended persons (staff) who have recently returned from a region with high rates of infection, currently China, Iran, Italy, and South Korea, to self-quarantine for 14 days from the date of their last possible exposure to the virus.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

A family member or person living in or visiting my home has recently returned from a region or country designed as high risk by the CDC, what should I do?

The CDC recently expanded self-quarantine guidelines by asking travelers to self-quarantine for 14 days if they have returned from a country with widespread transmission, currently China, Iran, Italy and South Korea. If you have been in close contact with this person, contact your healthcare provider to consider self-quarantine for 14 days.

What if I contract COVID-19?

Follow the advice of your healthcare provider. Do not report to work. The current guidelines from CDPH is to remain out of work and in quarantine for 14 days. Use Frontline (AESOP) to record your absence. You will likely need written clearance from your healthcare provider to return to work.

What would I do should a person in my household be diagnosed with COVID-19?

In accordance with CDPH guidelines, those who have been in close contact with a person diagnosed with COVID-19 should not report to work for 14 days from their last day of exposure. Do not report to work. Contact Human Resources at HR@iusd.org. You may use sick leave to take care of covered family members. Report the absence in Frontline (AESOP) and use the reason 02 Illness > AB109 Sickness family. This leave may be used for 5 days. You may use PN if the absence is 6 -15 days long, if PN is available to you.

Do I need to tell the District if I contract COVID-19?

The District will be notified by health care agencies if an employee tests positive for COVID-19. Medical privacy laws prevent the District from asking about a medical condition or diagnosis. In certain situations where an emergency is declared, the District may be able to ask certain questions and we are awaiting guidance on this from the US Equal Employment Opportunity Commission (EEOC). However, you may elect to inform the District about a

condition in the general interest of safety and such information would be kept confidential.

What if a healthcare official places me in isolation or quarantine?

The OCHCA will contact the District. Do not report to work. Use Frontline (AESOP) to record your absence and request a sub if you normally get a substitute (teachers). Use 02 Illness > Illness.

I may need to self-quarantine - what should I do?

You may need to contact your healthcare provider. If he/she recommends quarantine or self-quarantine, use Frontline (AESOP) to record your absence and request a sub if you normally get a substitute (teachers). Use 02 Illness > Illness. You may use sick leave while you resolve whether to self-quarantine or not.

How long can I expect to be absent if I contract COVID-19?

Medical experts have advised that the course of the virus may run a minimum of 14 days.

Can IUSD make employees stay home?

We will rely on guidance from healthcare officials and federal, state, and county agencies to guide us. If an employee tests positive for the virus and/or is isolated or quarantined, IUSD will be notified and the employee will not report to work. At this time, we have not received any information from those entities, including OCHCA, that would require that an employee not come to work.

If I need to use sick leave, how much do I have?

Check your sick leave balance on Frontline. All of your accumulated leave may be available to you for your own illness. 5 days of your sick leave is available for you to take care of a sick family member (AB109). Then, up to 10 days of PN is available to you (out of a total of 10 for the year). Check with HR@iusd.org.

What if I am unable to return to work and I run out of sick leave?

Contact Human Resources at HR@iusd.org. We will guide you through a process where you may be paid even if you have used all of your sick leave.

I am a classified employee. Can I use vacation leave if I am ill?

Vacation leave is not typically used for sickness or illness. This leave is only for classified employees. Only employees with 5 plus years with the District will have accrued vacation leave beyond mandatory vacation used at winter and spring break. If you have additional vacation leave, you can schedule it with your direct supervisor.

I have travel plans for spring break. What should I do?

For those who have travel plans during the upcoming spring break, please be sure to check the latest CDC travel guidelines and be aware of potential restrictions on your return.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

What if I think I contracted COVID-19 at work?

There have been no reported cases for IUSD employees. If outbreaks occur, and if you believe you contracted COVID-19 at work, contact Risk Management & Insurance at RiskManagement@iusd.org or by phone at (949) 936-5267.

Does the District plan to close schools?

We are in regular contact with the Orange County Health Care Agency (OCHCA), and we would work together with OCHCA and Orange County Department of Education to determine when a school closure should occur. There is no school closure planned at this time.

If a school is closed, would staff receive pay?

Yes. Staff would remain in paid status and we would send email with directions.

If my school is closed due to an outbreak there, what should I do?

Check your District email daily for any site or employee-specific communication.

The COVID-19 issue is making me anxious and causing stress. What can I do?

News reports and social media are raising anxiety levels in all of us. If you need help in managing the stress and concerns, we have the Employee Assistance Program available to all staff at the following IUSD Intranet link <https://intranet.iusd.org/business/insurance/documents/EAP-EmployeeConnect.pdf> and counseling is covered in the health benefit plan for eligible employees. Together, we can ensure the peace of mind of our community.

Does the District's medical plans (Blue Shield of California) provide any assistance regarding the COVID-19 outbreak?

Blue Shield of California is immediately supporting Governor Newsom's action to expand coronavirus (COVID-19) coverage to promote the health, safety and well-being of all Californians.

Therefore, Blue Shield will remove any financial barriers for appropriate COVID-19 testing. Starting immediately, Blue Shield will waive all cost-sharing and any prior approval authorizations for COVID-19 testing prescribed by a physician. This includes cost-sharing for hospital, urgent care, emergency room, and office visits where the visit is to screen or test for the virus.

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