



COVID-19 FAQs

This document provides general information about district policies & practices regarding the current pandemic health emergency. Given employee cases may vary based on individual circumstances, and the general fluidity of national/state/local pandemic information, feel free to reach out to the Human Resources office if you have any additional questions (key HR contact information is located on the NPS website as well as FAQs 21 & 26 at end of the document). In addition, here are some important COVID-19 pandemic websites you may want to bookmark for future reference –

Department of Labor –

www.DOL.gov/FFCRA

State of CT COVID-19 Response –

<https://portal.ct.gov/coronavirus>

State of CT COVID Vaccinations –

<https://portal.ct.gov/Coronavirus/COVID-19-Vaccinations>

Norwalk Public Schools COVID-19 FAQs (This document) –

https://norwalkps.org/district/human_resources2020/current_employees

RECEIVING THE VACCINE

- Per a press release from Governor Lamont from the CT state website, all residents, workers and students (ages 16+) are now eligible for the vaccines
- **You can find a vaccine provider near you at** <https://portal.ct.gov/Coronavirus/COVID-19-Vaccinations>
- If the Norwalk Health Department vaccination clinic has extra doses or appointments available due to cancellations or no-shows, residents may be called from the list to fill open appointment slots. For more information on registering for the wait list, click here: [Norwalk CT Covid-19 Info](#)
- If you are experiencing discomfort after receiving the vaccine, remember to drink plenty of fluids and talk to your doctor about taking any over-the-counter medicine. Please note: it is not recommended you take these medicines before vaccination. If you feel your discomfort prevents you from working, you may work remote the day following your shot. Any additional time beyond this should be considered sick time.

SAFE PRACTICES TO REDUCE THE SPREAD

1. Wear a mask that covers your nose and mouth and practice social distancing of at least six feet, whether indoors or outdoors. CDC has provided [strategies](#) for the general public to maximize the fit and filtration of masks to improve source control and protection, including:
 - a. Use of N95 respirators or equivalent higher-level respirators.



- b. Use of a nose wire (make sure to bend over your nose to help conform to the face); use of ties rather than ear loops; use of a mask fitter; fastening ear loops behind the head. These are all strategies designed to eliminate gaps and help prevent air leakage.
 - c. Wearing two disposable medical procedure masks is not advisable, as disposable masks are not designed to fit tightly and wearing more than one will not improve fit. Instead, wear a medical procedure mask underneath a cloth mask. Also, one KN95 mask should be used at a time, and do not combine KN95 masks with any other masks.
2. Wash your hands with soap and water for at least 20 seconds and/or use hand sanitizer frequently after touching surfaces in public.
 3. Avoid touching your eyes, nose, and mouth.
 4. Quarantine or self-isolate at home if you believe you have COVID-19. Common symptoms include:
 - a. Mild to severe respiratory illness
 - b. Fever
 - c. Coughing
 - d. Difficulty breathing

Other symptoms include chills, repeated shaking, muscle pain, headache, sore throat, and loss of taste or smell. Call your medical provider for further guidance.

QUARANTINE OBLIGATIONS – CONTACT TRACING

- Effective 1/8/2021, and based on the latest guidance from the Centers for Disease Control and the Connecticut State Department of Public Health, the **required quarantine time will be reduced to 10 calendar days** for anyone who has been in contact with a confirmed positive case of COVID-19. This is a change from the 14 calendar days of quarantine that has been in place since the beginning of the school year.
 - Example: Last date of contact was March 3rd with someone who tested positive – Quarantine starts March 4th and goes through March 13th. Exit quarantine 3/14, return to work 3/15 (after the weekend).
- An employee is allowed to return after 10 days only if they monitor daily for COVID-19 and show no symptoms during the whole quarantine, with self-monitoring during days 11-14 days. If symptoms occur during days 11-14, they should stay home, self-isolate, contact their building supervisor, Human Resources and reach out to their medical provider. In consultation with the Norwalk Health Department, the district will not allow an option to reduce quarantine time with a negative test.
- If an employee knows that he or she has been exposed to COVID-19 either in the workplace or at home, they should stay at home and immediately implement quarantine for 10 days following the last date of known exposure (day 0 is the last day of exposure). Employees must have a health care provider's note to quarantine or be directed by the district but cannot elect to quarantine without one of those two.
- The employee should immediately inform their supervisor and the District's COVID-19 Representative (e-mail HR_COVID-19_Questions@norwalkps.org) and provide all requested relevant information. Suppose there is no immediate doctor's note. In that case, the employee must obtain one and complete the COVID log (used daily) to the school attesting to the statement's accuracy and truthfulness. **Note: false reporting can be grounds for discipline up to and including termination of employment.**
- Upon notification to the District, the Human Resources office will contact the employee with information about the leave process (see below).



For additional guidance regarding quarantine timeframes under various scenarios, see Appendix A at the end of this document. In addition, the following link is a statement from the State of Connecticut Department of Public Health detailing quarantine timeframes under specific conditions:

[CT DPH Guidance on the Length of Quarantine](#)

ISOLATION OBLIGATIONS - TESTING POSITIVE

- If an employee is symptomatic, they should take all precautions at the very first sign of all symptoms, including but not limited to loss of smell or taste. The employee should immediately seek medical help, including being tested.
- When an employee tests positive for COVID-19, you must notify your supervisor immediately.
- When an employee tests positive, one must remain home (except to get medical care), monitor symptoms, notify the school, assist public health, and contact tracing efforts. Stay at home until **ten (10) days** have passed from the positive COVID-19 test date if asymptomatic, or, from the date of symptom onset (date of symptom onset is day 0).
Note: the length of isolation for a positive test remains 10 days per the recommendation of the CDC. Employees in close contact to cases of COVID-19 may return from quarantine after 10 days only after meeting certain conditions, referenced in the above paragraph.
 - Example: Date of asymptomatic employee's positive test was March 2nd – Quarantine starts March 3rd and goes through March 12th. Exit quarantine 3/13, return to work 3/15 (after the weekend).
 - Example: 1st day of symptom onset was March 4th – Quarantine starts March 5th and goes through March 14th. Return to work 3/15.
- The employee must contact his/her supervisor and the District's COVID-19 Representative (HR_COVID-19_Questions@norwalkps.org) or the District Benefits Specialist to provide the necessary information to initiate an employee's leave (see "Compensation During Quarantine" section below)
- The Human Resources office has the right to ask the employee if they have tested positive for COVID-19 if the employee calls to notify the employer that they will be out sick. The results of the test will be required to be submitted. The employee will need to complete the COVID-19 Expansion Act Leave Request Form, which needs to be returned to the Benefits Specialist.

NOTIFICATION OF POSSIBLE EXPOSURE

- The District is not permitted to share the employee's or student's identity when implementing safety measures for other employees.
- The District must perform its duty to protect other employees while adhering to the minimum necessary standard, i.e., the employer will reveal only sufficient information to implement the required safety procedures.
- Employees who are currently working, or were visiting, the place of employment, and have been exposed to the individual who tested positive would need to be notified that they should quarantine for at least 10 days.



AMERICANS WITH DISABILITIES ACT (ADA)

Under the ADA, employers cannot ask employee's questions about their illness beyond needing to understand what accommodations they may need to fulfill their essential job functions and requirements. During the COVID-19 pandemic health crisis, employers are obligated to consider reasonable accommodations to include non-latex gloves, gowns designed for wheelchairs, face shields in addition to face masks, to name a few. However, it is appropriate for the District to require:

- The wearing of personal protective equipment (PPE); and follow infection control practices in line with minimum Centers for Disease Control (CDC) guidelines.
- Even if for personal reasons, employees who visit specified locations deemed pandemic 'hotspots' by the CDC, State, or local public health organizations, to quarantine until it is clear they do not have pandemic COVID-19 symptoms.

COMPENSATION DURING QUARANTINE

- The Federal government has decided not to extend the Families First Coronavirus Response Act (FFCRA) past 12/31/2020, however, eligible employees will continue to receive certain paid leave pursuant to Governor Lamont's Executive Order 11, dated 4/19/2021. Paid leave will be administered in accordance with Section E of the FFCRA, which is Emergency Paid Sick Leave ("EPSLA"). The Governor's Executive Orders will remain in effect until May 20, 2021. Please note the following changes still apply:
 - Starting 1/04/2021, the District has shortened the quarantine period in line with CDC guidance from 14 calendar days to 10 calendar days for close contacts of COVID-19 cases.
 - The maximum amount paid for qualifying reasons #1-3 below is still \$511/day times the number of work days within the quarantine period.
 - The maximum amount paid for qualifying reasons #4 and 6 below is still \$200/day times the number of work days within the quarantine period.
 - The Executive Order does not provide employees with additional paid quarantine time beyond 80 hours or their part-time equivalent over 10 work days. If an employee has already been paid while quarantining, and not working, for 80 hours or their 10-work day equivalent, they have no new additional paid leave to carry over into 2021.
 - The district will continue to allow employees to take up to 10 days of leave under Section E of the FFCRA (EPSLA) through May 20th, 2021, for all qualifying reasons #1-6. The district will not continue to allow employees to take an additional 10 weeks of paid family and medical leave for qualifying reason #5 past February 28th, 2021. For all qualifying reasons, employees are only allotted 10 days (or 80 hours equivalent) paid leave, either at the regular rate for reasons #1-3, or 2/3 the regular rate for reasons #4-6. The daily total paid leave amounts still apply.



Under the FFCRA:

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ 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:

<ol style="list-style-type: none"> 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); 	<ol style="list-style-type: none"> 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; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
--	--

- To view the above document, please click here: [Employee Rights – U.S. Department of Labor FFCRA](#)
- For those employees approved to work remotely during quarantine, you are required to sign in to NovaTime during the quarantine. The paid absence will be appropriately coded by building administrators.

ADDITIONALLY, please note:

- Positive cases involving students get reported to the District's nurse supervisor for contact tracing and making calls to the parents of students.
- Communication issues, notice to the Superintendent, and a general message is sent out district-wide.
- Principals contacts their staff as the first order of priority.

Please note that all pertinent information will be shared at the building level, and employees will receive follow up calls from the Human Resources office if and when necessary. Please feel free to send any questions to "HR_COVID-19_Questions" mailbox, or Erin Driscoll, HR District Partner (Contact information is located in the last FAQ).



HOURS RECOGNIZED FOR PAY WHILE QUARANTINING

As noted in the FFCRA law & Governor Lamont's Executive Order 11 shared above, while an employee is quarantining, they will be paid for any work days during a 10-calendar day period. Here are two examples of how the law is being applied within the district for employees on a 10-calendar day quarantine:

Example 1 - Employee's last exposure to someone who tested positive was Monday - 2/8

The 10-day quarantine period starts on Tuesday-2/9 and runs through Thursday-2/18, and return to school on Friday-2/19. The employee will be paid a total of 10 days, with only 5 being applied to FFCRA since there are 3 school break days included in the quarantine period (i.e., 2/11, 2/12, and 2/15).

Example 2 - Employee tests positive for COVID-19 on Monday - 2/22

The 10-day isolation period starts on the date of the positive test on 2/22, or symptom onset and runs through Sunday - 3/7 with a return to school date of Monday - 3/8. Assuming the employee has not used any FFCRA days before, they will be paid a total of 8 work days over the 10-day calendar period they are out.

RETURNING TO WORK FROM QUARANTINE

- A doctor's note releasing an employee must be provided prior to an employee's return to work based upon a positive result or due to being symptomatic or seeking medical attention during the 10-calendar day self-isolation/quarantine.
- During the 10-calendar day self-isolating/quarantine period, if the employee was asymptomatic and medical attention was never necessary, the employee will be required to sign and submit the COVID log attesting that they are/have been symptom-free and able to return to work without accommodations. **Note: false reporting can be grounds for discipline up to and including termination of employment.**
- Staff may not return earlier than the 10-calendar day isolation period for a positive test, even with a negative test result.
- When an employee is returning to work at a district building after having been quarantined for testing positive, they should continue to follow CDC pandemic guidelines for maintaining a safe & healthy environment – wear a mask unless working in a closed office, maintain 6-foot distance from others and frequent handwashing when practical.

VACCINATIONS

- Per CDC guidance dated 2/10/2021 on the COVID-19 vaccine, **fully vaccinated persons who meet the following criteria will no longer be required to quarantine following an exposure to someone with COVID-19.**
1. You must have received both doses of the Pfizer or Moderna vaccine, or one of a single-dose Johnson & Johnson vaccine (> 2 weeks following receipt of the second dose in a 2-dose series, or > 2 weeks following receipt of one dose of a single-dose vaccine)
 2. Are within 3 months following receipt of the last dose in the series
 3. Have remained asymptomatic since the current COVID-19 exposure
 - Fully vaccinated individuals may opt out of the daily COVID-19 Health Screener. All employees should still self-monitor for symptoms and act accordingly.
 - Please note, those who do not meet all 3 of the above criteria should continue to follow current quarantine guidance after exposure to someone with COVID-19.
 - In addition, vaccinated persons should continue to follow current guidance to protect themselves and others, including wearing a mask, social distancing, and following [CDC Travel Guidance](#).



+++++

FREQUENTLY ASKED QUESTIONS

1. HOW LONG SHOULD AN EMPLOYEE ISOLATE IF THEY TEST POSITIVE DURING A QUARANTINE THAT HAD ALREADY BEGUN?

While initially asymptomatic, an employee was asked to quarantine due to contact tracing, but then tests positive while in quarantine, they must isolate an additional 10-calendar days from the date of the COVID-19 test or symptom(s) onset.

2. DOES THE DISTRICT HAVE ANY DIRECTIVE ON HOW STAFF SHOULD INTERACT WITH HOUSEHOLD FAMILY MEMBERS DURING DISTRICT-IMPOSED QUARANTINE?

- No, just that they are to quarantine for 10-calendar days; self-isolation is required when they are experiencing symptoms or have a confirmed diagnosis of COVID-19.
- Please contact your medical provider – especially when in doubt.

3. HOW DO WE TREAT AN ASYMPTOMATIC EMPLOYEE WHO WANTS TO GET TESTED FOR ‘PEACE OF MIND’?

If an employee is not quarantining due to confirmed contact tracing, is asymptomatic, and has not been in close contact as defined by the CDC with a contact diagnosed with COVID-19, but wants to get tested for ‘peace of mind’, they may return to work at the building until they receive their test results. However, when they return to work, they should work cautiously, and demonstrate strict adherence to CDC guidelines to minimize potential transmission of the virus to others.

If the employee were to receive a positive PCR test result, the employee will need to isolate for 10-calendar days starting the day after the date of the PCR test date or symptom(s) onset. In order to return to work at the end of the quarantine period, an employee must provide documentation from a medical professional stating they are cleared to return to work.

4. WHO IS ELIGIBLE TO WORK REMOTELY WHILE QUARANTINING?

All Teachers, BCBA's and Paraeducators are eligible, if their health permits, to work remotely when quarantining regardless of whether school contact tracing initiated or self-initiated.

The following grid provides further details regarding pandemic scenarios under which district roles may be eligible to work remotely:



Roles	Scenario When Approved to Work Remotely	Scenario When Not Approved to Work Remotely
All Teachers	During quarantine regardless of whether school or self-initiated	When on an approved FMLA or FFCRA Child Care Leave of Absence
BCBAs		
All Paraeducators		
All Other Roles	<p>Not permitted to work remotely unless the role is school-based and the entire school has shifted to fully remote/virtual learning</p> <p><i>(Consult with your building supervisor to confirm you are able to work remote under this scenario).</i></p>	

If, however, an employee is on a FFCRA Child Care leave, they are not permitted to be recognized as working remotely, but will be paid in accordance with legal requirements.

5. HOW IS AN EMPLOYEE PAID WHEN QUARANTINING AND WORKING REMOTELY?

Staff working remotely should swipe in/out of the NovaTime system per standard payroll practice.

6. WHEN AN EMPLOYEE IS WORKING REMOTELY, WHAT NOVATIME CODE SHOULD BE USED WHILE THEY ARE QUARANTINING?

For any employee approved by the district to work remotely during quarantine, the Building Administrator/Secretary should code the employee in NovaTime. The correct codes in NovaTime on the impacted staff timesheets should be:

- Pay Code 111
 - Reason Codes:
 - CO20: Quarantine if **NOT** working remote
 - CO24: Quarantine Working Remote

If an employee is working remotely and may require a substitute, the employee should also submit an absence as soon as practical in Absence Management (aka AESOP) using absence reason “C-19 2wk Q WR”. If they are not working remotely, the employee should use absence reason “C-19 2wk Q NWR”.

Employees should use the following codes if they are taking time off under the FFCRA Childcare Leave:

- FMLA-C19 FAM (Pd) or FMLA-C19 FAM (UnPd)



7. HOW LONG SHOULD AN EMPLOYEE QUARANTINE WHO IS A SINGLE PARENT CARING FOR A MINOR WHO INITIALLY TESTS POSITIVE, AND THEN THE PARENT TESTS POSITIVE AT SOME POINT DURING THE CHILD’S ISOLATION?

The parent may need to quarantine/isolate for up to a total of 20 calendar days. The parent is in quarantine for the first 10-calendar days since they are exposed to the child who had a positive test. If the parent tests positive during the child’s isolation, the parent will then need to isolate for an additional 10 days from their positive test date or symptom(s) onset. Since the child was the first family member to test positive, the child can return to school after their isolation since Department of Public Health guidance says the anti-bodies to ward off COVID again are perceived effective for 90 days.

8. CAN AN EMPLOYEE ASKED TO QUARANTINE DUE TO SCHOOL-BASED CONTACT TRACING END THEIR 10-CALENDAR DAY QUARANTINE EARLY IF THEY TEST NEGATIVE?

No, staff are not permitted to test out of quarantine due to possible exposure.

9. IF AN EMPLOYEE’S FAMILY MEMBER HAS BEEN CONTACT TRACED TO A PERSON WHO TESTED POSITIVE, DO THEY QUARANTINE?

If the employee is asymptomatic, they do not need to quarantine, however, they may be eligible for protection under the FFCRA (See above) to care for their family member.

10. IF AN EMPLOYEE NEEDS TO TAKE TIME UNDER THE FFCRA-CHILDCARE LEAVE, CAN THEY WORK REMOTELY?

No, if an employee is taking time under the FFCRA-Childcare Leave, or for personal reasons, they cannot work remotely nor receive regular pay.

11. HOW SHOULD THE DISTRICT HANDLE EMPLOYEE QUARANTINING MORE THAN ONCE?

The FFCRA only requires an employer to pay quarantining full-time employees for work days within the 10 calendar day quarantine period. If an employee needs to quarantine for more than the legal requirements, then they must use accrued sick time, go unpaid, or work with District’s COVID-19 Representative or Benefits Specialist to understand what other options may be available.

Based on the Teachers’ Collective Bargaining Agreement MOA effective 9/4/2020, if a teacher is ordered to quarantine after exhausting leave available under the FFCRA, the teacher will continue to receive full pay without charge to sick leave when the quarantine is ordered because of exposure at school, and otherwise, the teacher will be permitted to utilize sick leave during such quarantine. However, if a teacher is required to quarantine but is able to participate in the activities of his or her class remotely while a substitute is teaching the class, he or she shall do so, and there shall be no charge to his or her sick leave on such days.



12. HOW LONG SHOULD AN EMPLOYEE WHO TESTED POSITIVE, BUT IS RE-EXPOSED TO SOMEONE WHO TESTED POSITIVE, NEED TO QUARANTINE?

If the re-exposure occurs within 90 days of the employee's most recent positive test results, they do not need to quarantine again.

13. WHAT ARE THE CT STATE RULES REGARDING QUARANTINING DUE TO TRAVEL?

Effective 3/19, the travel requirement to self-quarantine or test out of quarantine with negative PCR results within 72 hours of arrival has been **modified to recommended guidance**, per Governor Lamont. CT residents should adhere to the following travel guidance from the CDC and the CT Department of Public Health, however there are currently no mandates in place.

The recommendation to self-quarantine and complete the CT State [Travel Health Form](#) is applicable to any traveler who has spent twenty-four (24) hours or longer in an Affected State or an Affected Country within ten (10) days prior to arriving in Connecticut, but does not include an individual remaining in Connecticut for less than twenty-four (24) hours. These recommendations are also applicable to Connecticut residents who are returning from a visit to an Affected State or an Affected Country.

Asymptomatic travelers may quarantine in CT for 10-calendar days from the day last in a high-risk area, OR they may choose to test out of quarantine. A returning traveler may return to work after receiving a negative PCR test result provided the test was taken within at least a 72-hour period prior to the arrival in Connecticut and written proof of negative test results can be provided. Such person is still required to complete a [Travel Health Form](#).

Someone who has already tested positive for COVID-19 within 90 days prior to arrival in Connecticut and who has clinically recovered is not required to self-quarantine upon his or her arrival to Connecticut, provided such person submits written proof of such positive test result. All COVID-19 tests, other than COVID-19 antibody tests, are acceptable for this testing option. Such person is still required to complete a [Travel Health Form](#).

Here is the CT State link for additional information – [CT State Coronavirus Travel Guidance](#)

14. WHEN CAN AN EMPLOYEE REMOVE THEIR MASK IN THE WORKPLACE?

In line with CT State pandemic protocols, an employee should only remove their mask at their workstation if it is a private office, defined as a room with a door, or cubicle walls. You must wear a face covering (mask, face shield) that is to be worn at all times when an employee is not at their desk.

This includes anytime a person is in a common area of any department or building regardless of length of time. Areas where a mask must be worn include near printers outside of offices, conference rooms, hallways, cafeteria (if not seating to eat), stair wells, and in rest rooms including stalls.

According to the CT Department of Economic and Community Development: Safe Workplace Rules for Essential Employers, in workplace settings where employees are working alone in segregated spaces (i.e. cubicles with walls, private offices, etc.), employees may remove their masks. For employees working in open settings (i.e. areas open to the public, shared offices, or cubicles without walls), those employees shall wear a face covering as above, as well as when they are at their work station.



In addition, employees and other persons should wear a mask whenever a person enters their office or workspace. This applies even if the persons can maintain social distancing.

15. WHAT DOCUMENTATION DOES AN EMPLOYEE NEED TO SUBMIT WHEN THEY ARE NEEDING TO SELF-QUARANTINE?

An employee who self-initiates quarantining due to non-school-based contact tracing needs to provide medical documentation positive test results of person that they were in close contact with. Or, an employee may also provide a letter from their own medical professional showing the recommended quarantine dates. The documentation should be shared with their HR District Partner.

16. WHAT DOCUMENTATION DOES AN EMPLOYEE NEED TO SUBMIT WHEN THEY ARE RETURNING FROM SELF-QUARANTINE?

An employee may return from self-quarantine only after they are no longer symptomatic (see definition in Appendix A) and have provided either negative COVID-19 test results or a letter from their medical professional saying they are cleared to return to work, to their HR District Partner.

17. WHO SHOULD AN EMPLOYEE CONTACT WHEN THEY ARE FEELING SYMPTOMATIC?

Employees should first reach out to the building supervisor, then their HR District Partner and the COVID-19 Representative (HR_COVID-19_Questions@norwalkps.org).

18. WHEN DOES THE FFCRA EXPIRE?

- The Federal government has decided not to extend the Families First Coronavirus Response Act (FFCRA) past the initial deadline of 12/31/2020, however, eligible employees will continue to receive certain paid leave pursuant to Governor Lamont's Executive Order 11, dated 4/19/2021. Paid leave will be administered in accordance with Section E of the FFCRA, which is Emergency Paid Sick Leave ("EPSLA"). The Governor's Executive Orders will remain in effect until May 20, 2021. Please note the following changes still apply:
 - Starting 1/04/2021, the District has shortened the quarantine period in line with CDC guidance from 14 calendar days to 10 calendar days for close contacts of COVID-19 cases.
 - The maximum amount paid for qualifying reasons #1-3 referenced above is still \$511/day times the number of work days within the quarantine period.
 - The maximum amount paid for qualifying reasons #4 and 6 referenced above is still \$200/day times the number of work days within the quarantine period.

The Executive Order does not provide employees with the following past 12/31/2020:

- Additional paid quarantine time beyond 10 work days equivalent hours. If an employee has already been paid while quarantining, and not working, for 10 work days equivalent hours, they have no new additional paid leave to carry over into 2021.
- Additional 10 weeks of FFCRA Child Care Leave past the initial 10 work day equivalent hours. However, recognizing the importance of allowing families time to identify alternate child care support when needed, the district has decided to voluntarily extend the FFCRA Child Care Leave through 2/28/2021.



- The district will continue to allow employees to take up to 10 days of leave under Section E of the FFCRA (EPSLA) through May 20th, 2021, for all qualifying reasons #1-6. The district will not continue to allow employees to take an additional 10 weeks of paid family and medical leave for qualifying reason #5 past February 28th, 2021. For all qualifying reasons, employees are only allotted 10 days (or 80 hours equivalent) paid leave, either at the regular rate for reasons #1-3, or 2/3 the regular rate for reasons #4-6. The daily total paid leave amounts still apply.

19. CAN I USE MY SICK TIME TO SUPPLEMENT MY PAY DURING THE 10 ADDITIONAL WEEKS OF FFCRA CHILD CARE LOA REQUEST IF NEEDED?

No, employees may not apply their sick time to their FFCRA Child Care Leave after the first two weeks.

20. IF ASKED TO WORK REMOTELY, AND THERE IS AN INCLEMENT WEATHER ANNOUNCEMENT EFFECTING SCHOOL HOURS, WHAT PORTION AM I EXPECTED TO WORK REMOTELY?

If you are working remotely on the day there is an inclement weather announcement, you are only expected work remotely for the portion of the day the school is open.

21. WHO SHOULD I SUBMIT MY FFCRA CHILD CARE LEAVE OF ABSENCE REQUEST FORM TO?

If you need to request a FFCRA Child Care Leave, please review your rights under the FFCRA and send the completed form below as soon as practical to Matthew Berger, HR Benefits Specialist (bergerm@norwalkps.org), or you may call him with questions (203-854-4016).



COVID-19 Leave
Request Form.pdf



DOL EMPLOYEE
RIGHTS - FFCRA.pdf

22. IF MY SCHOOL IS FULLY REMOTE, AM I EXPECTED TO REPORT TO THE BUILDING AND TEACH FROM THERE?

When too many staff need to quarantine, effecting building operations, the district may decide to shift that building to fully remote learning. Beginning 1/11/2021, all employees not directed to quarantine are expected to report to their work location when a school moves to full remote learning. This change will benefit all students by:

- Allowing students with moderate or severe disabilities, and multi-language learners with moderate to high needs, to remain in school full time if not directly impacted by a quarantine.
- Supporting consistent instruction for all students by reducing the transitions personnel need to make.
- Giving students the reassurance of seeing a familiar classroom location.



- Signaling to students that school is still “in session,” even if they are learning from home.
- Addressing privacy and other concerns that teachers and staff have raised about teaching from home.
 - Reducing tech issues from potential problems with home Internet and Wi-Fi.
 - Providing easier access to administrators and building tech support as needed.

If a positive case is confirmed, the district Facilities team will continue to deep clean and thoroughly sanitize classrooms and other areas as needed, before staff and students return to the building.

Employees who have been directed to quarantine, but who remain healthy, will still be expected to work from home or take time off as referenced in FAQ #4.

23. IF SOMEONE HAD TESTED POSITIVE, AND THROUGH SUBSEQUENT CONTACT TRACING, WAS IDENTIFIED AS HAVING BEEN EXPOSED TO SOMEONE WHO TESTS POSITIVE, DO THEY NEED TO QUARANTINE AGAIN?

Employees who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they are asymptomatic. People who develop symptoms again within 3 months of their first bout of COVID-19 should contact your building supervisor, Human Resources and reach out to your medical provider.

24. WHO IS RESPONSIBLE FOR MONITORING THE DAILY COVID-19 LOG?

Within the school buildings, the building Administrator’s delegate is expected to monitor employee submissions on the daily COVID-19 log, and bring any issues or anomalies to the attention of the building Administrator.

25. IF I HAVE RECEIVED THE COVID-19 VACCINE, DO I STILL NEED TO SELF-QUARANTINE UPON ARRIVAL BACK IN CT AFTER TRAVELING TO AN AFFECTED STATE/COUNTRY?

Effective 3/19, the travel requirement to self-quarantine or test out of quarantine with negative PCR results within 72 hours of arrival has been modified to recommended guidance, per Governor Lamont. CT residents should adhere to the following travel guidance from the CDC and the CT Department of Public Health, however there are currently no mandates in place.

At the moment, per State of CT guidelines, an affected traveler who has been vaccinated against COVID-19 is recommended to self-quarantine and must also submit a Travel Health Form, unless they are otherwise exempt (See FAQ #13 above).

26. WHO DO I CONTACT IF I HAVE GENERAL PANDEMIC QUESTIONS?

If you have any questions, please send an e-mail to “HR_COVID-19_Questions” and the COVID-19 HR Representative will respond within one school day. Otherwise, feel free to contact Erin Driscoll, HR District Partner (203-854-4011 / driscolle@norwalkps.org).

+++++

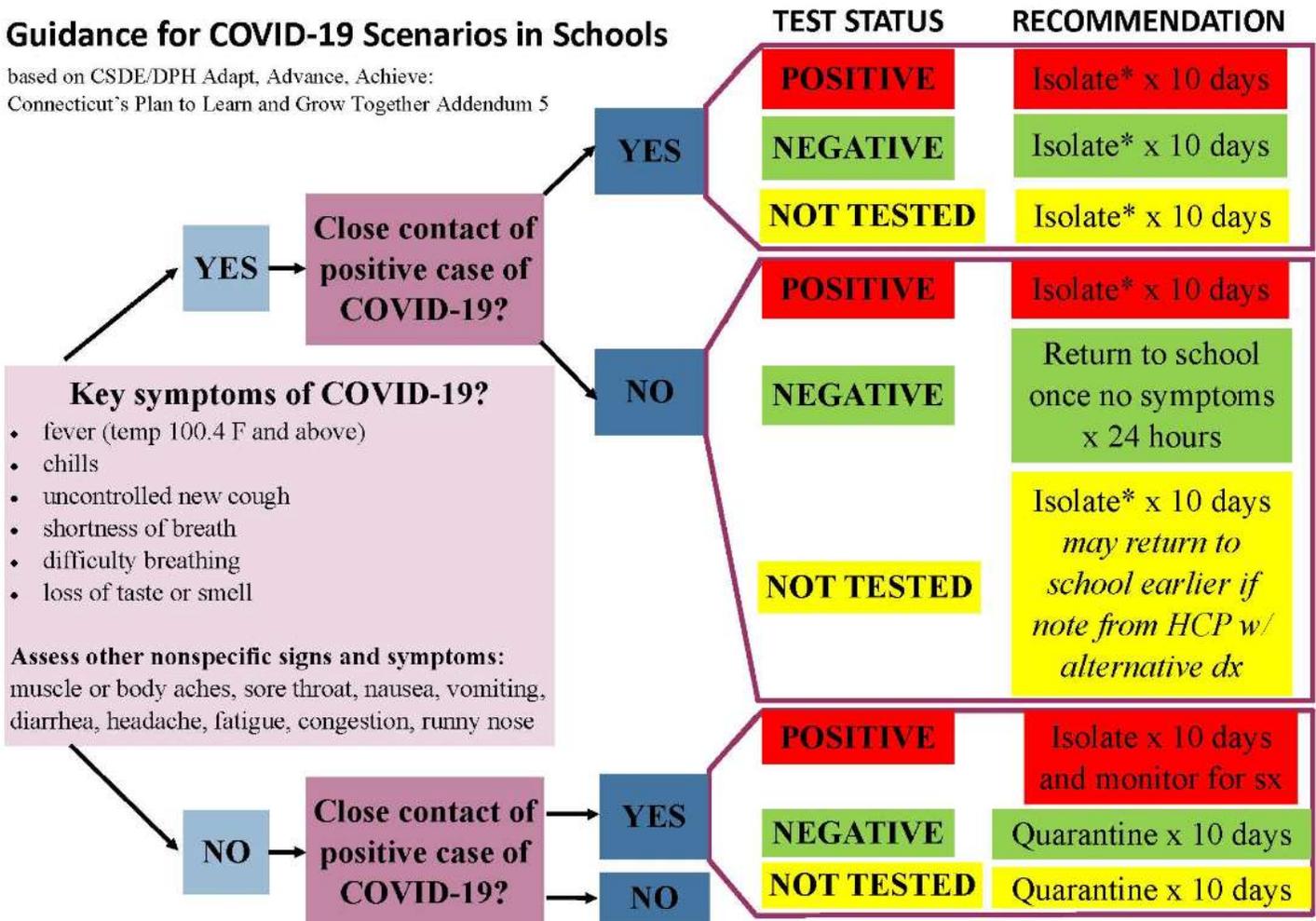


APPENDIX A

“Guidance For COVID-19 Scenarios in Schools”

Guidance for COVID-19 Scenarios in Schools

based on CSDE/DPH Adapt, Advance, Achieve:
Connecticut’s Plan to Learn and Grow Together Addendum 5



*Isolate for at least 10 days since the onset of symptoms **and** until at least 24 hours without fever (without fever-reducing medications) **and** improvement in other symptoms

