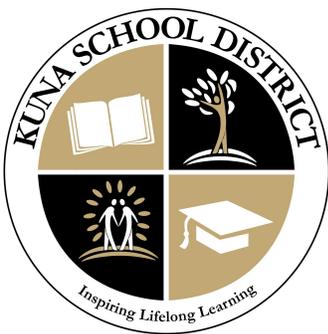


COVID-19 Employee Staff Guide 2020-21

Kuna School District



How Do I Know if Someone May Have COVID-19 Symptoms?

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

What to Do if Someone is Sick:

- Send the staff member or student immediately to the nurse or health care assistant in your office.
- They will then coordinate with the District rep who will contact Central District Health if COVID-19 is reasonably suspected. CDH will determine next steps.
- It is the responsibility of CDH to inform the proper people. Please maintain confidentiality about anyone's health condition.
- As of August, 2020 the quickest test results are coming from the labs at St. Luke's and Primary Health.

What to do if you are sick:

[What to do if you are sick:](#)

Stay home except to get medical care

- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Notify your supervisor / administrator.
- Contact your healthcare provider. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).

- With or without a test; if you have COVID-19 symptoms stay at home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.
- Siblings and household members also stay at home for 14 days.

Options for At Risk

Employees:

- At risk staff, as defined by the CDC, have the right to request a year leave of absence per the Master Contract.
- At risk staff that choose to return to work may work with the District for ADA Accommodation process under the Americans with Disabilities Act.

Sick Leave:

- An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework. The employee will have access to up to 10 days of COVID-19 Leave under the federal [Families First Coronavirus Act](#).
- Once COVID sick leave has been exhausted, the employee will use their sick leave entitlement and be able to apply for sick bank leave if they have contributed when they were employed.

Using Precautions for 2020-21 in light of COVID-19:

- Hand sanitizer and sanitizing wipes will be provided in every classroom, office and work area.
- [Face coverings](#) available for employee use in every office and work area.
 - Employees must wear a face covering that covers a person's nose and mouth in indoor and outdoor public places.
 - One cloth face covering will be provided for each employee
 - Classrooms set up to maximize social distancing
 - Individual desk plexiglass shields are available for specialized classroom situations and for teachers with high health risks.
- Health Care Assistant in every building
- Increased efforts in ventilation in each area

Medical and Social Emotional Support:

- [Employee Assistance Plan: This is free for you and your family](#)
208-367-3300.
- [Telehealth](#)

Staff Role in Sanitizing and Other Health Measures:

- Employees are to follow CDH guidelines for social distancing and use of face coverings when inside the school or district building.
- Employees are expected to use district sanitizing resources to sanitize your work environment regularly during the day.
 - If you run out of supplies please fill out the form provided in each office. Please ask your office manager for a copy of this form.
 - Because face coverings are required by policy, staff are expected to enforce these measures as they would other norms.