

## FAQs for ASD Employees During the School Closure Period

**What should I do if I am feeling sick or if I have been exposed to COVID-19?**

**DO NOT GO TO WORK.**

**CONTACT A MEDICAL PROFESSIONAL AND LISTEN TO THEIR INSTRUCTIONS. CALL AHEAD BEFORE GOING TO A HOSPITAL/CLINIC IF YOU ARE EXHIBITING COVID-19 SYMPTOMS. CALL 911 IF IT IS AN EMERGENCY.**

**PLEASE HELP KEEP EVERYONE SAFE!**

**Will employees continue to be paid during the school closure period (through May 1<sup>st</sup>)?**

Regular employees will continue to be paid their normal rate of pay if:

- 1) They continue to work their normal work assignment;
- 2) They work their normal work hours (or as adjusted, see below) on a Telework Agreement;
- 3) They are available to work and follow their department's procedures for being on-call during the closure period; or
- 4) They use accrued leave or are eligible for other types of COVID-19 related leave. (Contact [AskLeave@ask12.org](mailto:AskLeave@ask12.org) if you are unavailable to work because of COVID-19 related family/medical needs).

Employees must contact their supervisor immediately if they have not received clear guidance about their work assignment during the school closure period.

**Can I work from home during the closure period?**

It depends on your specific job and worksite. Most office/classroom based employees will be required to work from home or telework during the school closure period.

Your supervisor should be in contact with you about whether you are eligible to work from home or other available options. You will be required to sign a telework agreement if you are approved to work from home. Failure to comply with the expectations for teleworking employees may result in you being ineligible for telework assignments and/or discipline. Everyone is still expected to be available during the closure unless they are on leave. Finally, those with approved Telework Agreements must be available to report to their school or on-site work location within 24 hours' notice.

**I was worried I might have COVID-19 during the two weeks after Spring Break. I could not get a test for COVID-19, but I was sick and stayed at home because I had similar symptoms. Will I be paid?**

Yes. Per the Superintendent's message to all employees on March 18, 2020, you will be paid. Your accrued leave will not be charged if you had to use a sick day or annual leave day for self-quarantine or were otherwise sick during this period. Some employees, depending on their types of employment (mostly temporary employees) or employees out on leave unrelated to the COVID-19 closures, were not

eligible to remain/automatically return to paid status during this initial closure period. Please contact Labor Relations at (907) 742-4123 if you think you were wrongly denied pay during the March 16-30 closure period.

**I cannot work from home, and I have childcare and/or medical needs within my family/household. What options do I have?**

Depending on your situation, you may be entitled to certain types of paid leave. If you are unavailable to work or telework for whatever reason, notify your supervisor and follow normal protocol for reporting leave to your department and/or through the leave reporting systems in EmpCenter and Absence Management (for AEA).

To learn more about your eligibility for different types of leave, contact the Leave Specialist by email at [AskLeave@asdk12.org](mailto:AskLeave@asdk12.org) to discuss your leave options.

**I am not able to telework due to a non-COVID19 related issue. What are my options?**

You may be eligible for certain types of leave depending on your situation.

If you need to use an annual leave day or a personal day during this school closure period, you would follow your regular process for requesting leave through Absence Management and/or EmpCenter including notification to your supervisor or principal. Contact [AskLeave@asdk12.org](mailto:AskLeave@asdk12.org) with any questions.

**How will my workplace, work hours, work assignments be affected during the closure?**

It will vary. Some employees will still be reporting to their normally assigned shift and work site, and doing the same type of work, while others are going to see significant changes in their workday and type of work they are performing. Many employees may be asked to adjust their work or work schedule to better respond to the needs of students, or the staff/department that they support.

Your supervisor will work with you and your coworkers about any adjustments needed to make the best out of a very difficult situation. The District is doing everything possible to keep employees in paid status while maintaining normal services. We appreciate every employee's flexibility during this period of disruption to normal District operations. If you are not able to work or manage the changes to your work environment during this period, please work with your supervisor about available options.

**If I work from home, do I need to report my workhours or use an online time clock?**

No, you do not. Unless directed otherwise, you are to be working and available to work during your normal workhours, and you will be paid for those hours. Employees are not authorized to work overtime without written authorization from your supervisor for specific hours. Treat your workday from home as you would any workday- be ready to work at your appointed start time, take your scheduled breaks and

lunch hour, and quit working when your workday normally ends. Employees working from home have a lot of flexibility, but for most employees, expectations as to workhours will remain unchanged.

Your observance of these rules will ensure the success of everyone's effort to keep the District running, even when schools are closed. Employees may be subject to discipline, pursuant to normal workplace policies, if they are found to have abused this process or failed to be ready and willing to work on a scheduled workday.

### **How has the District responded to the current COVID-19 situation?**

ASD has taken proactive steps to limit the risk of COVID-19 exposure since learning how COVID-19 could significantly affect ASD students or families.

In mid-February, the District cancelled all District-related overseas travel, shortly followed by canceling all District-sponsored out-of-state travel. The District was prepared before ASD students returned from spring break when the State of Alaska declared a temporary school closure, and despite the severity of the disruptions to District operations, we have continued to keep as many employees working as possible and keep regular employees in paid status while preparing and planning for likely and unlikely circumstances that our staff and students may experience through May 1, or longer as determined by the Superintendent or local, State and Federal authorities.

The District has used this initial closure period to prepare for the delivery of academic content outside of the school environment while still providing essential services to District families and performing ordinary and extraordinary (sanitizing and deep-cleaning) maintenance of District facilities. The District continues to work with officials from the Municipality of Anchorage and State of Alaska to coordinate our operations and emergency response to limit the risk of COVID-19 exposure within our communities.

The health and safety of our community is our number one priority, and we will continue to focus our District's efforts towards the security of the community as a whole. We are all in this together, and now more than ever.

### **Where can I go for additional information?**

For additional information about COVID-19 related leave, please visit the US Dept. of Labor [here](#).

For information about ASD's response to COVID-19, go [here](#).

For information from the Centers for Disease Control and Prevention (CDC) about COVID-19, go [here](#).