

**UPDATED**  
**Return to Work FAQs**

**for**  
**Anchorage School District Employees**  
**November 3, 2020**

**1) Will employees continue to be allowed to telework during the 2020/2021 school year?**

Some employees may continue to telework if their building or program is still working under a distance delivery model. As students return to District classrooms, more staff will be returning to their buildings and classrooms. The District will give employees reasonable notice about the date they are required to report to work if teleworking becomes unavailable. Many employees have been successfully working from their schools and other District buildings since the beginning of the school year.

ASD leadership will continue to evaluate circumstances in the Anchorage community to determine when conditions allow continuation of work at District work locations and/or when work will occur via a telework agreement.

**2) I plan to or have recently traveled out of state. What is required before I can return to work?**

ASD will continue to rely on the requirements and recommendations from the State of Alaska for travelers returning from out of state. Employees who have traveled out of state will be required to demonstrate their compliance with State requirements before returning to work at a District worksite.

Employees can use their accrued leave (including sick) to cover any travel related quarantine periods. Employees may also be able to telework while they quarantine or await test results and should inquire with their supervisor about the availability of telework. Employees traveling out of state are responsible for planning their leave and/or coordinating a period of telework (if available) with their supervisor prior to making travel plans.

Details on Alaska's requirements for travelers can be found at <https://covid19.alaska.gov/travelers/>

**3) I have seen several references to COVID-19 related leave that may be available. Who is eligible for this type of leave, and how do I access it?**

The Families First Coronavirus Response Act (FFCRA) created a new leave benefit (currently only available until 12/31/2020) that is available to employees who have been Anchorage School District  
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negatively impacted by COVID-19. This leave benefit is in addition to any other accrued leave available to employees.

The COVID-19 related leave falls into three major groups, described here:

- 1) *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 2) *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds (2/3) the employee's regular rate of pay* because the employee is unable to work because of a need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition.
- 3) *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds (2/3) the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Eligible Employees:** *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

**Notice:** Where leave is foreseeable, an employee should provide notice of leave to the employer as soon as possible. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

### **Qualifying Reasons for Leave:**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

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);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition as specified by the federal government.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

#### **Duration of Leave:**

**For reasons (1)-(4) and (6):** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

**For reason (5):** A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

#### **Calculation of Pay:**

**For leave reasons (1), (2), or (3):** employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

**For leave reasons (4) or (6):** employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

**For leave reason (5):** employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).

***It is important to note that even under reasons 1, 2, or 3, depending on the employee's per diem rate of pay, employees may receive less than their normal rate of pay while utilizing the COVID leave benefit.***

If you require COVID-19 related leave, please start the process by entering the leave request in EmpCenter or Absence Management and notifying your supervisor.

Employees may be able to continue to telework rather than exhaust this leave benefit-please talk to your supervisor about whether this option is available to you.

#### **4) If I have exhausted the paid COVID leave benefit, what other leave am I eligible for when I am absent for COVID related reasons?**

It will depend on your situation. You may be eligible for other types of protected family medical leave, leave as a reasonable accommodation, use of your accrued leave, leave without pay, and/or an award from your bargaining group's sick leave bank.

If you require COVID-19 related leave, please start the process by entering the leave request in EmpCenter or Absence Management and notifying your supervisor.

Employees may be able to continue to telework rather than exhaust this leave benefit-please talk to your supervisor about whether this option is available to you.

#### **5) How will District workplaces look different in the 2020-21 school year?**

Employees will notice District efforts to create a safe work environment. Hand sanitizer will be widely available. All employees and students will be wearing masks when we return to our schools and other District work locations. Some work areas will feature Plexiglas and other protective workstation features. Building signage will indicate paths of travel, designate social distancing requirements, and will provide health and safety-related information.

#### **6) Am I required to wear a face mask or face covering while working at an ASD school or facility?**

Yes, all ASD employees are required to wear a face mask (cloth or disposable) or other face covering while working in public areas and shared workspaces at any ASD school or facility. Employees working alone in a private office or outdoors and socially distanced from others are encouraged to wear a mask, but are not required to do so.

#### **7) Will ASD provide me with a face mask?**

Not necessarily. ASD will continue its efforts to procure enough masks and other suitable alternative face coverings for all employees. To preserve limited supplies, employees are encouraged to use their own disposable or cloth mask if they have their own. Some face masks have already been provided to employees who have been working in positions that do not allow for telework. All other employees who have not been provided masks are expected to provide their own mask or other face covering that covers their mouth and nose. Employees will not be allowed to work without an appropriate face covering.

#### **8) What if I have a health condition or other concern that limits my ability to wear a face covering while at work?**

Any employee who is unable to wear a face covering while at work because of a health condition or other reason must contact their supervisor to request an accommodation. Accommodations will be considered pursuant to current guidance from the EEOC and in line with the requirements with the Americans with Disabilities Act. Employees may be required to provide medical information in support of their accommodation request. Supervisors may consult with ASD's Office of Equity and Compliance (907.742.4132 or [equity@asdk12.org](mailto:equity@asdk12.org)) to evaluate the employee's request for accommodation.

### **9) When can I return to work after feeling sick or being exposed to COVID-19?**

Employees sick with COVID-19, exhibiting symptoms of COVID-19, and/or having a known recent exposure to the virus will not be allowed to enter ASD facilities until they have been cleared to return to work after complying with current guidance for quarantine periods and testing.

The determination of when an employee will be allowed to return to work will require an individualized assessment based on current recommendations from the medical community and the information being provided to ASD by the employee and/or their medical provider.

***Before returning to work, employees may be required to demonstrate they have met quarantine requirements, provide a release to return to work from a medical provider, and/or show proof of a recent negative test result for COVID-19.*** COVID-19 testing is widely available currently and will be the preferred method for employees to demonstrate that they can safely return to ASD worksites.

#### **Current guidance includes:**

***If you tested positive for COVID-19:*** If you had illness, then all three (3) of these are required:

1. At least 10 days since symptoms first appeared and,
2. At least 24 hours with no fever without fever-reducing medication and,
3. Symptoms have improved.

***If you tested positive for COVID-19,*** but do not have any symptoms, then ten (10) days need to pass since your positive test result (as long as you still do not have any symptoms).

***If you had a "close contact" exposure to someone who was confirmed positive:*** "Close contact" is defined as being within six feet of the individual for fifteen (15) minutes or more. You are required to quarantine for at least fourteen (14) days after last exposure date (it could take up to 14 days to show symptoms after exposure).

***If you are a “close contact” of a “close contact”:*** If you are not showing any symptoms, you should monitor for symptoms. No test is required unless you begin to show symptoms or you learn that you were a “close contact” to a confirmed positive.

If you are showing any signs of illness you should get tested, and can return to work as soon as you, *and everyone else in your household who was tested*, receives negative test results.

## **10) What happens if I am exposed to COVID-19 at work?**

The District is doing everything it reasonably can to ensure that employees do not come to work sick and adhere to hygienic workplace requirements, including the mandate that all employees wear masks and exercise social distancing practices at work.

If a known or suspected workplace exposure occurs, the District has protocols in place to quickly notify affected staff who may have had a close contact exposure, immediately remove them from the workplace so that they can observe quarantine and testing protocols, and connect them with appropriate resources for appropriate medical attention. Instructions for the quarantine and testing requirements will be provided to employees when they are notified about the potential exposure. Employees will not be allowed to return to work until they have completed all of these requirements.

***If a known or suspected workplace exposure occurs, employees will remain on leave in paid status during any mandatory quarantine period.***

## **11)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 FOLLOW THEIR INSTRUCTIONS. CALL 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!**

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

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

For information about the Municipality of Anchorage’s response to COVID-19, go [here](#).

For information about the State of Alaska’s response to COVID-19, go [here](#).

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

For information about COVID-19 related leave, please visit the U.S. Department of Labor website [here](#).

For information on Alaska's requirements for travelers returning from out of state, go [here](#).