



Employee Responsibilities

Reporting and Job Responsibilities

As we begin to open our doors and continue to educate children in some traditional and non-traditional means, we will need staff to report and assist in this goal. At any time, the district may adjust schedules based on need and the changing environmental conditions of COVID-19. All information in planning will continue to be based on local health department guidelines. If your position is required to report to work, you will need to report. Please communicate with your direct supervisor if you have questions regarding your reporting obligations. Please note that this information is subject to change at any time. Notice will be provided if a material change is made.

The district understands that each individual may have differing views on what school should look like and what their reporting responsibility should be. The district will continue to take guidance from the local health department and its nursing staff. The district also recommends that staff, outside of NKC Schools contract hours, adhere to local health department guidelines and do their part for the wellbeing of our community.

Employee Self-Check

As an employee, daily self-check is essential. The following is a list of symptoms for which you should be monitoring:

- a fever (100.4 or higher), a sense of having a fever;
- chills, a cough, sore throat, headache;
- new loss of smell or taste, new muscle aches;
- or if you or a close contact has been diagnosed or presumptively diagnosed with COVID- 19.

Employees should not come to work under any circumstances if they are sick. If they begin to experience symptoms, notify the building nurse or Shannon Tilsworth, Coordinator of Health Services. Please contact your supervisor with questions.

Responsibilities for Communication and Dignity

It is every employee's responsibility to maintain the confidentiality of medical information regarding staff and students. If anyone is sent to the office for COVID-19 related symptoms or any medical symptoms, it should not be shared with others. The district discourages gossip or discourteous treatment of staff. We recognize that tensions will be high, and all positive cases will be communicated and addressed based on recommendations of both the CDC and our local health officials.

We must remember that during a regular school year, many symptoms are related to the standard flu, cold, and allergy seasons that are similar to COVID-19. We should not assume that someone has COVID-19 and discuss symptoms with others. We will leave any diagnosis to our local health authorities.

Frequently Asked Questions (FAQ)

[Are staff required to wear masks?](#)

Yes, staff will be required to wear masks. Students will also be required to wear a cloth mask. Staff and students are welcome to use their own cloth mask. However, the district has also purchased cloth masks for staff and students, and they will be available on the first day of school.

Employees will be required to wear cloth face coverings when physical distancing of 6 feet or more cannot be guaranteed or is not feasible. Employees are strongly encouraged to wear face coverings in public, when entering and exiting the building and when using common areas such as bathrooms, kitchens, hallways, and lobby areas.

Employees will use coverings following Center for Disease Control (CDC) guidelines. All school buildings will maintain a small inventory of disposable masks as a backup.

[Will staff be provided masks?](#)

Yes, the district has purchased cloth masks for staff and students that will be available on the first day of school.

[What is being done to keep staff safe?](#)

Based on guidance from the CDC, Clay County Public Health Center, Kansas City Health Department, and other local medical professionals directly involved in leading the fight against COVID-19, the district has developed a proactive plan that places student and employee safety at the forefront of returning to school. Classroom teachers and support staff will play an increasingly important role in the health and wellness of students. To see more detailed information about our daily classroom sanitization procedures and new classroom rules, please review the Return to School Plan.

[What if there is a positive test in a building?](#)

If there is a positive test within a school building, NKC Schools will comply with all local health department orders. This could range from a complete quarantine, partial quarantine, or no quarantine, based on the level of threat and infection/exposure. Additional cleaning and sanitation procedures will also be followed to ensure that the building has been treated. All procedures implemented will be based on health department recommendations and in accordance with policy.

[What is the protocol if I am experiencing COVID-19 symptoms?](#)

The district will provide employees with a list of potential COVID-19 symptoms. Any district employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify their direct supervisor or Human Resources as soon as possible. The employee will be asked to assist with contact tracing. While the district may notify others of a confirmed case of COVID-19 in the workplace, no names will be released.

If an employee has two or more symptoms or has tested positive, he or she will be directed to stay home until able to return. The district will consider whether, under the circumstances, work can be done remotely. This will not be possible in all situations.

Employees will be expected to use leave as they typically would for an illness that results in missed work. If an employee does not have any Board-approved leave available, he or she should contact a supervisor or Human Resources. It is very important that ill or symptomatic employees stay home, so the district will be flexible in granting leave for this purpose.

[What if I am sick but it's not COVID related?](#)

If you are sick, but it is not COVID-19 related, you will use your sick leave in accordance with policy. This process will not change from our previous standard process in accordance with policy. Please continue to communicate with your direct supervisor.

[What if I use all of my emergency paid sick leave \(generally 2 weeks for full FTE employees\) to care for a family member but then get COVID symptoms? Do I get more emergency paid sick leave?](#)

No. If you use all your allotted emergency paid sick leave under Families First Coronavirus Relief Act (FFCRA), then you do not receive additional emergency paid sick leave for a different qualifying reason. However, you may be able to use your district-provided paid leave, or you may be eligible for traditional Family and Medical Leave Act (FMLA).

[Can I use my district-provided leave to offset the 2/3 pay rate during a period of leave I must take for caring for my child \(under 18 years of age\) whose school or child-care provider is closed or unavailable for reasons related to COVID-19?](#)

Yes, when an employee is taking emergency paid sick leave, he or she may use existing district-provided leave to supplement their leave benefits. This must be communicated at time of event to Melody Wood in Human Resources (816-321-6508 or melody.wood@nkcschools.org).

[What should an employee do if exposed to a person with COVID-19?](#)

According to the CDC, an employee may have been exposed if they are a “close contact” of someone who is infected, which means being within approximately 6 feet of a person with COVID-19 for a prolonged period of time (more than 15 minutes). An exposed employee, with no symptoms, must quarantine for 14 days from the date of last exposure. For example, assume the child of an employee begins experiencing symptoms on September 1 and tests positive for COVID-19 on September 3, but the employee has no symptoms. The child can be released 10 days after September 1 (the onset of symptoms) as long as the child is improving and has had no fever for 3 days without the aid of medication. However, the employee must quarantine an additional 14 days **after** the child is released, because the employee potentially could have been infected up to the child’s day of release.

[When may an employee return to work after experiencing COVID-19 symptoms and/or testing positive for COVID-19?](#)

Employees should not return to work until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

Employees who are suspected of having or confirmed to have COVID-19 can stop self-isolation and return to work when they have met one of the following criteria:

Return to Work Considerations	
In conjunction with a healthcare provider it was determined the employee will not have a test to determine if they are still contagious...	In conjunction with a healthcare provider it is determined the employee will be tested to determine if they are still contagious...
The employee may return to work when these three conditions have been met: <ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.• Coughs and other symptoms have improved.• Ten days have passed since they first experienced symptoms.	The employee may return to work when these three conditions have been met: <ul style="list-style-type: none">• They no longer have a fever.• Coughs and other symptoms have improved.• They have received two negative COVID-19 tests in a row.

[How do I report my leave?](#)

If you are out for COVID-19 or non COVID-19 related reasons, you will need to let your supervisor know. You will report and have your leave recorded as normal, if non COVID-19 related. If it is COVID-19 related, you will also need to be in contact with Melody Wood, so that we can direct you to the type of leave that is required/allowed for the absence.

[Do I need to contact Human Resources regarding my COVID-19 related leave?](#)

Yes, Melody Wood will assist you to determine the type(s) of leave required/allowed under federal law and/or policy.

[Can my supervisor or HR send me home? If so, do I have to use my leave?](#)

The district may send you home if you have symptoms related to COVID-19. Each building nurse will be trained to assess whether an employee should be sent home under the circumstances. The employee will receive paid administrative leave for the day he or she is sent home. Employees are encouraged to pursue medical consultation. If you do not, you may be required to use your own leave for any related absences. If you continue to be absent for COVID-19 related reasons and are seeking treatment through a medical provider including testing, you may be eligible for the emergency sick leave through FFCRA. Please consult Melody Wood.

[Can my supervisor or HR ask me about my symptoms if they are related to COVID?](#)

Yes, the Equal Employment Opportunity Commission has weighed in on COVID-19 related conversations in the workplace. Normally, an employer may not ask you specific questions related to medical conditions with some exceptions. However, as COVID-19 is a medical condition that affects others and has been deemed a public health concern, employers may ask employees if they are experiencing COVID-19 related symptoms, even prior to the employee working at the facility/location.

[What if I don't feel comfortable coming into work?](#)

The district recognizes that every employee is feeling something different right now and there is a lot of information circulating regarding COVID-19. What we know for certain is that our local health officials are guiding us through the process based on science and data. They are implementing guidelines to ensure that our staff and students are safe. Although you may have fears about returning, we will be directing employees to return to their positions based on those guidelines. If at any time the guidelines are relaxed or tightened based on the data, then NKC Schools will adjust to those changes. If you have a medical condition that prevents you from returning, you will need to contact Melody Wood to complete an accommodation request.

[If I am caring for my child who has COVID-19, do I get the 2/3 emergency paid sick leave for two weeks and then up to 10 weeks of 2/3 paid leave for the Emergency FMLA?](#)

You could. For situations that are specific to COVID-19, please contact Melody Wood for direct guidance.