

# COVID-19 STAFFING PROCESS

FOR STAFF MEMBERS WHO ARE IN ISOLATION OR QUARANTINE

**THE STAFF MEMBER IS IN ISOLATION AND IS NOT SICK (ASYMPTOMATIC)**

Can the staff member perform their job remotely?

**Yes**

**No**

Staff member needs to 1st) call absence into LARS as sick leave, 2nd) contact Sam Bican, Risk Manager at sbican@lps.k12.co.us. Staff will take a leave of absence per the isolation protocol and will be paid per the HFWA and the employee's sick leave.

Is a substitute required?

**Yes**

**No**

A substitute will be arranged through the normal substitute process

If an isolated staff member is a teacher and is not sick, a substitute will be provided for the students at school or a school may choose to arrange in-building coverage (if the students are not also isolated or quarantined), while the teacher provides instruction and lesson planning remotely. If the school elects to provide a sub for the vacancy, they may do so through their usual process which is via their building designee who supervises arrangement of subs. There may be instances where there are multiple classes impacted by one isolated employee.

**THE STAFF MEMBER IS IN ISOLATION AND IS SICK (SYMPTOMATIC)**

A staff member cannot perform their job remotely as they are sick.

Staff member needs to 1st) call absence into LARS as sick leave, 2nd) contact Sam Bican, Risk Manager at sbican@lps.k12.co.us. Staff will be placed on a leave of absence in order to be paid per the HFWA and the employee's sick leave until cleared to return to work per a medical professional.

Is a substitute required?

**Yes**

**No**

A substitute will be arranged through the normal substitute process

If an isolated staff member is a teacher and is sick, a sub will be provided through normal means and perform normal substitute functions, i.e. in-person instruction according to the hybrid model or TOPS substitute if the TOPS teacher is isolated.



**RESTART  
LPS 20-21**

## THE STAFF MEMBER IS IN QUARANTINE

Can the staff member perform their job remotely?

Yes

No

Staff member is required to take sick leave in accordance with isolation protocol and will be paid in accordance with the HFWA and the employee's sick leave.

Is a substitute required?

Yes

No

A substitute will be arranged through the normal substitute process

If a quarantined staff member is a teacher, the teacher will provide instruction remotely while a substitute or in-building coverage (principal's choice) will be provided for classroom supervision. The school can arrange for a substitute via their usual process via their building designee who supervises arrangement of subs. Special service providers (SLP, MH, OT, etc.) should record their absence with no substitute required into the LARS system and report their absence to the benefits office.

## A FULL CLASS, COHORT OR SCHOOL IS IN QUARANTINE

If an entire class, cohort or school is quarantined all instruction will move to remote learning and no substitute will be required. If the teacher later becomes sick, then substitute will be provided. The staff should still report their quarantine status to the benefits office and the building substitute liaison can record that no substitute is required.

Quarantine is for those who have potentially been **exposed** to COVID-19, and who do not have symptoms.

**Exposure** is defined as a household member or other close contact of the staff member who has been diagnosed with COVID-19 or is experiencing COVID-19 symptoms.

For COVID-19, a **close contact** is defined as any individual who:

- Was within 6 feet of someone diagnosed with COVID-19 for at least 15 minutes total.
- Provided care for someone who is sick with COVID-19.
- Had direct physical contact with someone who is sick with COVID-19.
- Shared eating or drinking utensils with someone who is sick with COVID-19.
- Got respiratory droplets from someone who is sick with COVID-19 on them (through sneezing, coughing, shouting, etc.).
- Was in the same class/cohort as a person diagnosed with COVID-19.

