



COVID-19 FAQ for Employees

[Updated as of 10/5/2020]

I've been diagnosed with COVID-19. What do I do?

- Contact your principal or direct supervisor to communicate that you have tested positive for COVID-19 and follow the guidelines below.
 - Diagnosed with no symptoms:
 - Immediately go home.
 - Notify the school nurse or local Health Department and follow their procedures.
 - Provide the HCPS HR department with any documentation from the local Health Department.
 - Request leave in Frontline and select "COVID19 Diagnosed" as the absence reason.
 - Diagnosed with symptoms:
 - Immediately go home.
 - Notify the school nurse or local Health Department and follow their procedures.
 - Provide the HCPS HR department with any documentation from the local Health Department.
 - Request leave in Frontline and select "COVID19 Diagnosed" as the absence reason.

I've been determined to have had close contact with someone diagnosed with COVID-19. What do I do?

- Immediately go home.
- Notify the school nurse or local Health Department and follow their procedures.
- Provide the HCPS HR department with any documentation from the local Health Department.
- Request leave in Frontline, and select "COVID19 Quarantined" as the absence reason.
 - *You will be given the opportunity to work from home if your job can be completed remotely. If you have questions, please speak with your direct supervisor.*

I've been directed to quarantine by the health department. Can I work from home?

- Whether you're quarantining due to illness, or because you've been determined to be a "close contact" of a positive case, you may work from home, *as long as your job can be completed remotely and you have supervisor approval.* If you have questions, please speak with your direct supervisor.

My doctor has told me to quarantine. Do I still need to contact the Health Department?

- Yes, you still need to contact the Health Department for their direct guidance. The Health Department will give you a return to work date based on your specific situation.

Do I have to work from home if I've been quarantined?

- No, but we would encourage you to work from home if you feel well, in order to save your Federal Emergency Leave for potential future qualifying illness-related absence.

What do I do if I have at least one of the following symptoms?

- Fever
 - Chills
 - Shortness of Breath/Difficulty Breathing
 - New cough
 - New loss of taste or smell
- Contact your principal or direct supervisor to communicate that you are experiencing symptoms related to COVID-19 and follow the guidelines listed below.
 - Immediately go home.
 - Notify the school nurse or local Health Department and follow their procedures.
 - Provide the HCPS HR department with any documentation from the local Health Department.
 - Request leave in Frontline, and select “COVID19 Quarantined” as the absence reason.

Can I tell my colleagues that I have been diagnosed with COVID-19?

- Yes, employees may opt to self-report, but it is not required. The school district cannot share employee health records; therefore, the employee can disclose this information if they choose.

My co-worker is symptomatic, but they have not been diagnosed with COVID-19.

What do I do?

- In this instance, you can choose option #1 or option #2.
 1. Continue to report to work until the symptomatic employee’s test comes back or;
 2. Self isolate and take your own personal sick leave until the other employee’s test comes back. If the employee’s test comes back positive, your sick leave will be replaced with the Federal Emergency Leave once you are approved.

Families First Act - Emergency Paid Leave

The Families First Act was recently passed by Congress and provides the following benefits for [eligible HCPS employees](#):

- Up to 80 hours of fully paid leave if you are unable to work because you have been ordered to isolate or self-quarantine due to COVID-19, or if you are symptomatic and seeking a medical diagnosis for COVID-19. (Capped at \$511/day and \$5,110 total)
- Up to 80 hours of leave at 2/3 of your regular pay if you are caring for someone isolated or quarantined, or if you cannot work because your child’s school or childcare provider is closed due to COVID-19 precautions. (Capped at \$200/day and \$2,000 total)

Families First Act - Expanded FMLA for Childcare

The Expanded Emergency Family and Medical Leave Act provides that [eligible employees](#) can receive:

- Up to 12 weeks of job-protected leave at 2/3 your regular pay if you are unable to work because your child’s school or childcare provider has closed due to the COVID-19 crisis. (Capped at \$200/day and \$10,000 total)

Click here for a detailed description of [Families First Leave](#)

Click here for helpful [FAQs](#)

[Click here for the Department of Labor Poster - English](#) or

[Click here for the Department of Labor Poster - Spanish](#)

How do I apply for federal emergency sick leave?

To request leave, please click on the appropriate link below, fill out the application, and submit.

- [Download Families First Act Digital Form](#)

I have questions. Who do I call?

Please contact your principal/immediate supervisor or email leave questions to the HCPS HR Department @ sickleave@hcpsnc.org

If you need immediate help, you can contact the HR department and speak with Erin Maybin or Justin Swayze.

Employee Wellness and Mental Health

See here for [HCPS SEL and Mental Health Resources SY 2021](#), including information about the Employee Assistance Program, SEL for Students and the Classroom, Trauma-Sensitive Schools, Risk Assessment and Triage, and Self-Help.