



COVID-19 FAQ for Employees  
Updated, September 12, 2022

### **I've been diagnosed with COVID-19. What should 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 or without symptoms:
    - Immediately go home.
    - Complete [State Contagious Leave Request Form](#)
    - Notify your school nurse and follow their procedures/recommendations
    - Request leave in Frontline and select "COVID19 Diagnosed" as the absence reason.

### **What if I take a test at home and I test positive?**

- Contact your school nurse and provide documentation of the positive test results. The school nurse will add you to the district Covid-19 Contagious Leave spreadsheet.

### **I've been directed to quarantine. Can I work from home?**

- Yes, as long as your job can be completed remotely and you have supervisor approval. If you have questions, please speak with your direct supervisor.

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

- No, but we would encourage you to work from home if your job can be completed remotely and you feel well enough to do so.

### **How do I apply for State Contagious Leave?**

- To request leave, please click on the appropriate link below, fill out the application, and submit.
  - [State Contagious Leave Request](#)

***Contagious Disease (Section 9.4.1)*** - Employees who are under orders of the director of a county health department to leave the work environment, the local superintendent shall: a) reassign the employee to a safe work environment (remote work if applicable), or b) place the employee on leave with pay for the period of time as indicated by the director of the health department. The leave provisions under Section 9.4.1 can only be initiated by the director of the health department, not the LEA.

### **I have questions. Who do I call?**

Please contact your principal/immediate supervisor or email leave questions to the HCPS HR Department at [sickleave@hcpsnc.org](mailto:sickleave@hcpsnc.org)

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