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It is the Mission of Wyoming Indian Schools to empower all students to learn at high levels to become successful in a dynamic world, while strengthening their cultural identities and traditions.

December 18, 2020

Re: District Sponsored extended COVID Emergency Paid Sick Leave

To: Wyoming Indian School Employees

Dear WIS Teachers and Staff,

The Families First Coronavirus Response Act (FFCRA) providing paid leave due to COVID is expiring as of December 31, 2020. With the ongoing COVID cases within our community, the Board has voted to extend the paid leave for reasons due to COVID. This extension will apply to ***all*** employees. ***This means all employees will be reset to have 64 hours of paid leave for a verified COVID illness ONLY.*** This leave process will be valid from January 4th, 2021 through May 27th, 2021 and is a one-time only allowance.

The purpose of providing 64 hours is to follow the updated CDC guidelines for quarantine released December 2020.

- Quarantine can be ended after 10 days if you have monitored yourself daily and have not had any symptoms. On day 11 after exposure to a positive individual, normal and usual activities may resume.
- Continue to take measures to protect yourself and others by avoiding crowds, social distancing, correct and consistent mask use, and hand and cough hygiene for the full 10 days of quarantine.

To Qualify for EPSL

An employee must be unable to work, including unable to work remotely, because **the employee:**

1. Has been advised by a health care provider to quarantine due to a COVID-19 close contact with a positive individual.
2. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Procedure to Claim EPSL Leave

Effective January 4, 2021 the following process with documentation are required to qualify for Emergency Paid Sick Leave.

1. Report to your supervisor you require leave due to; 1) you are experiencing COVID related symptoms at work or at home or 2) you have been identified as having close contact with a positive individual.
2. Submit leave in AESOP as sick/personal. Your leave **will not** be changed to EPSL until the documentation listed below is received. The Business Office will change your leave after being notified by HR that appropriate documentation has been received.
3. Immediately follow the testing recommendations by the school nurse or healthcare provider.
4. Provide written documentation to Human Resources (Chantell Young Chief) of:

The State of Wyoming provides Hathaway Merit and Need Based Scholarships to all eligible Wyoming students attending the University of Wyoming or Wyoming community colleges.

- a. Proof of having been tested AND,
- b. Test results received AND,
- c. Quarantine or isolation orders by a healthcare provider, Wyoming Department of Health, **OR** the completed documentation below with the healthcare provider's signature.

If the above documentation is not provided, all leave will be considered Sick/Personal or Leave Without Pay if you have no banked leave remaining.

Questions regarding the extended EPSL leave requirements or qualifications may be directed to Human Resources or the School Nurses.

Wyoming Indian Schools COVID – 19 Verification of Quarantine or Isolation Order

The information below must be completed and returned to HR to qualify for EPSL if a quarantine or isolation order is not provided by the healthcare provider. It is the responsibility of the employee to provide the required documentation.

Date of last contact with a positive COVID-19 case: _____

Date of quarantine start: _____

Date of quarantine end: _____

OR

Date of positive test: _____

Date of isolation start: _____

Date of isolation end: _____

Healthcare Provider Signature: _____

Date: _____