

# SMYRNA SCHOOL DISTRICT

## District Policy

Article: 4000 Personnel
Title: COVID Leave Policy
First Reading
Policy #: 4157

The CDC, DDOE, and DPH have provided guidelines on how to respond to positive COVID-19 tests and close contacts in school settings. Our goal is to maintain the safety of our students and employees. In an effort to reduce the need to quarantine, Smyrna School District recommends vaccination and requires our employees to follow [mitigation protocols](#) in the workplace.

### Leave Eligibility

Full-time and part-time Smyrna School District employees are eligible for up to 10 days of COVID leave benefits through December 31, 2021. This benefit does not apply to contractors.

The benefit will be retroactive as follows

- 10-month employees – retroactive to August 26, 2021
- 11-month employees – retroactive to August 1, 2021
- 12-month employees – retroactive to July 1, 2021
- Part-time– retroactive to July 1, 2021

### Permissible Uses of COVID Leave and Required Documentation

Employees must complete and submit both the district COVID Leave Form and required documentation to be eligible for COVID Leave benefits. Please refer to the chart below for permissible uses of COVID leave and required documentation. (Link to information on [DPH quarantine requirements or https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/600/infographic\\_fall2021.pdf](https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/600/infographic_fall2021.pdf))

***Please note:*** Staff who receive a negative COVID-19 test during self-quarantine OR who test negative in accordance with DPH timelines for quarantine testing must return to work immediately or the leave will be charged to sick leave, vacation, personal leave or dock status, whichever applies. In addition, staff who do not participate in testing within recommended timelines may be denied COVID Leave and charged applicable personal, sick or vacation leave or may be docked pay for any days absent beyond the recommended testing timelines.

Permissible Uses of COVID Leave	Required Documentation* <i>*must accompany a completed COVID leave form</i>
1. Being subject to Federal, State, or local isolation or quarantine due to COVID-19	Documentation from DPH <i>or</i> verification of school nurse isolation or quarantine order and COVID-19 testing documentation within DPH recommended timelines for those in quarantine
2. Being subject to self-quarantine related to COVID-19 as advised by a health care provider	Healthcare provider’s note indicating advised quarantine and COVID-19 testing documentation
3. Experiencing COVID-19 symptoms and seeking a medical diagnosis	COVID-19 testing documentation during the period of absence <i>and</i> healthcare provider’s note if absence is more than two (2) days.

4. Caring for an eligible family member (as defined below) subject to an order described in (1) or self-quarantine described in (2)	Documentation for the eligible family member as required in (1) or (2) above
5. Caring for his/her child whose school or place of care is closed due to COVID-19	Documentation from the school or place of care verifying the closure and dates of the closure
6. Receiving the COVID-19 vaccination and/or experiencing the side effects of the vaccination.	Copy of vaccination card and healthcare provider's note if absence is more than two (2) days after the vaccination date.

An employee may use COVID leave to care for an eligible family member who is

- 1) subject to a Federal, state, or local quarantine or isolation order related to COVID-19;
- 2) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;

and/or

- 3) is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

*Eligible family members include children under the age of 14, parents, spouse or domestic partner, those to whom an employee stands in loco parentis or any other relative or individual who resides regularly in the employee's household and who depends on the employee for care during isolation, quarantine or self-quarantine.*

**Please note:**

For those requiring testing, you must conduct testing as soon as possible or within timelines as advised by DPH, the school nurse, or CDC guidance. Staff who do not participate in testing within recommended timelines may be denied COVID Leave and charged applicable personal, sick or vacation leave or may be docked pay for any days absent beyond the recommended testing timelines.

If you have questions about testing timelines, please refer to [Delaware COVID-19 Testing - Delaware's Coronavirus Official Website](#) or call your COVID coordinator.

[PCR tests administered by Curative](#) typically provide results in only 24 hours.

Results from take-home rapid testing kits that do not provide a written test result will not be accepted for documentation evidence.