

## Pandemic Quarantine Work Procedures

If on documented COVID-related quarantine, employees may have the option to work remotely if they wish without requesting COVID Leave, using a sick/personal day, and/or taking leave without pay under the following guidelines:

1. Direct supervisor must agree that the nature of the work allows for remote work during the quarantine period and is in the best interest of students, staff, and the district.
2. Employee must provide adequate and secure internet connectivity to support the required platforms and programs to be able to effectively work from home. District will not provide internet access nor reimburse any expenses related to connectivity that the employee may incur if they choose this option.
3. Supervisor will monitor effectiveness and efficiency of the remote working environment and may discontinue the remote option at any time if in the best interest of students, staff and district.
4. Employee must provide documentation from authorized source (doctor, Health Dept., or District Health Coordinator) requiring them to quarantine due to exposure and specifying the length of time.
5. Employee is NOT required to work remotely but MAY have the option to CHOOSE to do so.
6. At any time during the quarantine, the employee may choose to discontinue the remote work option and switch to the appropriate COVID, sick, personal leave or leave without pay. If a remote employee decides to decline the remote work option, that decision remains throughout the duration of the quarantine period.
7. This option is available only during the emergency of the COVID pandemic and may NOT be used for fear of contracting the virus or long term leave but for documented COVID quarantine leave only.

The following guidelines further apply to certified teachers:

8. A green leave sheet will be completed by the teacher and marked "REMOTE LEARNING". No leave type shall be check marked. The principal will sign. The building level leave coordinator will complete substitute information, specify from which fund to pay sub, collect the signed Pandemic Quarantine Work Procedure document and keep a copy of both. The green leave sheet will be sent to payroll and the copies filed and sent in bulk to HR the last day of the month. The signed Pandemic Quarantine Work Procedure shall be kept on file at the school level only. **This step is critical for the teacher to avoid being charged leave and the sub to be paid.**
9. A substitute teacher will be secured for the classroom. The sub will work remotely with the teacher and in person with the school computer tech and other school personnel to set up the classroom projector, screen, and laptop to display the remote teacher.
10. The teacher still performs all regular classroom duties virtually including but not limited to providing instruction, monitoring behavior, and answering questions. **The teacher will be "live" on the projector screen at all times when children are present in the classroom.**
11. The substitute will provide live supervision, monitor behavior, troubleshoot technology issues, pass out papers, collect assignments and otherwise assist the remote teacher during the school day. The substitute will facilitate class changes, bathroom breaks, etc.

I agree that I have read and understand the procedures set forth in this document.

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Employee Signature

Date

Building Level Principal/Supervisor