



COVID-19 Staff Vaccination and Leave Updates

October 4, 2021

Jennings School District is carefully monitoring the recent COVID-19 surge and is determined to utilize all resources available to protect the health and safety of our students and staff. We are continuing to update our procedures to further address safety protocols. We are committed to keeping in-person learning for the 2021-2022 school year with everyone's safety, and health as our top priority.

Fully Vaccinated

Verification

All staff who have been fully vaccinated are eligible to receive a one-time token of appreciation. District full-time vaccinated staff must provide proof of vaccination to Human Resources between September 21-November 15, 2021.

- Who is considered full-time staff?
 - All full-time administrators, instructional and support staff.
 - Substitutes in day-to-day or long-term assignments are not eligible.
- What is needed to be fully vaccinated?
 - Must have had 1 dose of Johnson & Johnson vaccine or
 - Must have had 2 doses of Pfizer or Moderna vaccine.
- How can I provide my proof of vaccination to HR?
 - An employee may make a copy of their COVID vaccination card and send it through interoffice mail or by email. Email to hr@jenningsk12.org and place **COVID Vaccination Proof** in the subject line.
 - All vaccination cards must be received by the close of business on November 15th.

COVID-19 Leave

On Monday, September 20, 2021, the Jennings Board of Education approved a resolution to provide 10 days of paid COVID-19 Leave to fully vaccinated employees. To be eligible for paid leave you must meet the following criteria.

- ***Must be a full-time or part-time Jennings School District employee.*** Substitute employees are not eligible for paid COVID-19 leave. Contracted employees, such as food service are not eligible. SSD employees must follow the guidelines set by the Special School District of St. Louis County.
- Is subject to a federal, state, or local quarantine or isolation order related to the COVID-19 virus
- Has been advised by a healthcare provider to self-quarantine because the employee has or may have COVID-19
- Is experiencing symptoms of COVID-19 and is seeking a diagnosis from a healthcare provider
- Is caring for a child under the age of 14 who is subject to a quarantine or isolation order or has been advised to self-quarantine by a healthcare provider because the individual has or may have the COVID-19 virus.

Use of Leave

Leave cannot be used intermittently or on a reduced schedule. It must be taken as a single block of time during a qualifying condition. Proof of vaccination status is required to be eligible for COVID leave. There will be no retroactive leave given; COVID leave will be implemented beginning September 21, 2021.

Unvaccinated Staff

Beginning the week of October 4, 2021 staff who are not fully vaccinated will be mandated to participate in weekly COVID testing. Unvaccinated staff must have a COVID test each week. A week is defined as Sunday-Saturday. Unvaccinated staff must also provide proof of the negative COVID test result to HR each workweek. Failure to comply with weekly testing will result in disciplinary action up to and including termination.

COVID Testing

COVID Testing is available to all staff on Tuesday from 2-4 pm at Jennings Senior High School in collaboration with Washington University. Unvaccinated staff may also go to local urgent care, pharmacy or COVID testing sites to be tested.

How to Provide Test Results

Unvaccinated staff will need to send HR a negative COVID 19 result each workweek. Results should be emailed to hr@jenningsk12.org and place *Weekly COVID Testing Result* in the subject line. We will be monitoring daily.

Vaccination

If you want to be vaccinated after going through weekly testing, you may do so. Once fully vaccinated you will need to submit your vaccination card to HR. *See bullet (3) three-under Verification above.*

REPORTING COVID POSITIVE CASES & QUARANTINES

If an employee has tested positive for COVID 19 they should notify their building /district administrator immediately and place their absence in Frontline. The employee will need to contact HR and notify them of the positive case.

Vaccinated Employee

If the employee is vaccinated, they will need to be quarantined for 10 days or until they no longer have symptoms before returning to work.

Unvaccinated Employee

Unvaccinated employees will need to quarantine for 14 days and obtain a negative test result before returning to work.

REPORTING COVID POSITIVE EXPOSURES & QUARANTINES

If an employee is confirmed to be a primary contact as outlined by CDC guidelines, to someone who tested positive for COVID 19 they should notify their building /district administrator immediately and place their absence in Frontline. The employee will need to contact HR and notify them of the exposure.

Employees who are identified as close contact for school-related cases during the contact tracing process should follow the same guidelines listed below.

Vaccinated Employee

If the employee is vaccinated and **is not** having any symptoms:

- They are to report to work at their scheduled time.
- They will need to monitor for any symptoms and if symptoms occur be tested immediately.

If the employee is vaccinated and **is having symptoms**:

- They will need to quarantine for 14 days and be tested.

Unvaccinated Employee

Unvaccinated employees will need to quarantine for 10 days and obtain a negative test result before returning to work. The employee will need to enter all absences in Frontline and use their PTO for the quarantine period.