

### **Updated April 30, 2020**

**\*\* PLEASE NOTE:** *This FAQ will be regularly updated (note date above) when new information is known. Please monitor communications closely as the answers can change based on a quickly evolving situation.*

#### **Licensed Professionals::**

The District will suspend all evaluations and will work with DDEA leadership to develop a plan to start in the fall where we left off this year, with the exception of creating new Student Learning and Growth Goals (SLGGS).

### **Information from April 23, 2020**

**Question:** As a licensed employee, when doing Distance Learning, what should I do if I get sick and can't help my students online learn for the day?

**Answer:** You should treat this like any other day during the school year in which you cannot report, with a few other things to think about. Please follow this process:

- 1) Use the absenteeism reporting system to report your absence and reason. Be sure to indicate that a substitute is not needed. (ESS.com or if you need help call at 5032087454)
- 2) Please notify your families/students that you will be offline for that particular day and you will reconnect when you are able. You do not have to explain the reason, just that you won't be responding as quickly.
- 3) Reach out to your principal and/or team to see if there is anything they can do to help you or support you with.

**Question:** What will happen with our evaluation process?

**Answer:** The Oregon Department of Education has indicated that school districts do not need to meet the requirements of teacher and administrator evaluations, outlined in senate bill 290, for the '19-'20 school year. This will provide us with the flexibility needed in order to honor the work that has been accomplished while at the same time focus on care and connections with students. Below are the procedures the David Douglas School District will utilize for our licensed and classified employee groups:

#### **Licensed:**

- The process for all probationary licensed educators should have been completed prior to the closure. Summative evaluations and self-assessments will be completed. Student Learning and Growth Goals (SLGGS) will not be completed this year.

- The District will suspend all other evaluations (non-probationary licensed educators) and will work with DDEA leadership to develop a plan to start in the fall where we left off this year, with the exception of creating new Student Learning and Growth Goals (SLGGS).

**Classified:**

- Three and six month evaluations should be completed at the scheduled times, unless those evaluations were to be completed during the school closure time. These evaluations will be rescheduled to when school resumes so that the employee can be evaluated for three or six working months from their hire/transfer date. This way, the evaluator can have sufficient work performance evidence in order to give an accurate evaluation.

- All other evaluations (those scheduled every other year) that were due during the '19-'20 school year should be completed by **June 12, 2020**. The District will work with Union leadership to develop a plan for evaluations that could not be completed due to a lack of time in the position or not enough information.

**Question: Should I be checking my email if I am not physically reporting to work?**

**Answer:** Yes, all staff should be looking at email at least once a day and responding to requests. This is the District's main source of communication for relaying important information and updates.

**Question: If I am a classified employee, either working from home or physically reporting, what rate of pay am I receiving?**

**Answer:** Beginning April 6, 2020, all employees asked to work from home (telecommute) to carry out essential functions of the Governor's Executive Order, will be paid at regular time.

Beginning April 18, 2020, all employees asked to physically report to their work site to carry out essential functions of the Governor's Executive Order, will be paid at regular time.

**Question: Do I still need to input my telecommute hours into Time Clock Plus?**  
**(CLASSIFIED ONLY)**

**Answer:** No, As of April 6th telecommute hours are paid at regular time, so payroll will enter your daily hours. Please note: your administrator or supervisor may still want an accounting of your time and/or tasks completed.

**Question: If I am a 12 month employee, what will happen to my vacation time?**  
**(CLASSIFIED ONLY)**

**Answer:** Twelve month employees must request unused vacation time before the end of the year and can request to carry over 30 hours.

Please see CBA Article 14 – Twelve Month Vacation

“Occasionally, circumstances may prevent an employee from taking all of their vacation during the year. The employee may make a request to their supervisor to carry over any unused vacation, not to exceed 30 hours.”

### **Distance Learning Ethical Guidance from TSPC**

Distance teaching and learning, whether through remote or virtual instruction, will be a new endeavor for many of us; and even for the most tech savvy, providing quality, equitable instruction to all students will be a challenge. Distance learning also requires careful consideration of the ethical principles we maintain as professionals. New dilemmas may require us to consider unique strategies to meet our students’ needs within these principles. *The usual educator ethical and competent standards apply to Oregon educators on a virtual platform. Maintaining those professional standards on screen or in digital communications is critical.* For the benefit and protection of students and educators alike, please remember to continue to educate students within Oregon’s Ethical Educator Standards.

To read the entire guidance from [TSPC for Distance Learning please click the link.](#)

*AFTER reading this FAQ, if you find you still have additional COVID-19/closure related questions, please email us at [hr\\_covid@ddsd40.org](mailto:hr_covid@ddsd40.org). HR is regularly monitoring this inbox and will pass your questions to the appropriate person. Thank you for your patience as we all work through this together.*

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#### **Information from April 6, 2020**

Dear DDSD Staff,

Late on March 17, 2020, Governor Brown issued an Executive Order closing schools until April 28, requiring school districts to “continue to regularly pay all employees of public schools,” and requiring school districts to provide certain services in order to continue receiving State School Funds. These services included: supplemental education, supplemental services, emergency management services, and child care for first responders, emergency workers, health care professionals, and other individuals. The District is working quickly on plans to meet the requirements of the Governor’s

Executive Order and we will update you more in the upcoming days. Based on new information released from ODE last night we are now transitioning into providing “Distance Learning for All”.

As of today, and until further notice, the District will continue to operate with only essential staff reporting. All others will work remotely. As per a general work place expectation, you are expected to check your work email daily, as district email is the primary mode of communication.

**Employee Assistance Program (EAP):**

Please do not forget that you have ‘EAP’ available to you. [This program has many different facets readily available to all DDSD staff](#) including counseling for depression. These services are freely available to you and to your family. For more information please go to <https://myrbh.com/>, click on “I’m a Member.” and use “OEBC” as the access code.

**Employment Status and Pay:**

**Question: Will I be paid for my regularly scheduled time during the closure?**

**Answer:** All regular employees will continue to receive regular pay, whether you are currently working, currently not working because you are not being utilized as “essential staff,” or are not working because of a COVID-19-related health reason. Regular employees include those actively scheduled to work on permanent contracts, temporary contracts, and extra duty contracts. While not considered a regular employee, DDSD has elected to compensate long term substitutes who had been scheduled through the absence management system to work 3/16/2020 through 4/28/2020 for hours the individual was previously confirmed to work.

**Question: Will I receive time and a half if I am directed to work? (Classified)**

**Answer:** Essential employees who have been required to report, have been getting paid time and a half. **The District is working with your union leadership on an agreement as to what this will look like long term.**

**Question: Can I rescind my request for unpaid leave?**

**Answer:** All employees who are on or were previously approved for an unpaid leave of absence that coincides with the time of closure will remain on unpaid leave for the previously approved timeframe.

**Question: Can I accept/seek employment with another K-12 school/District who is hiring for work during the closure period?**

**Answer:** Employees remain under contract with the David Douglas School District during the period of closure. As contracted and paid employees, an individual is not able to accept employment with another employer that would conflict with the individual's position duties, including the expectation of being able to report to work for the full workday in DDSD. If the position would have conflicted with your employment prior to the closure, it remains a conflict despite the current work conditions of working remotely.

### **Health Benefits:**

**Question: Will my benefits be maintained during the closure?**

**Answer:** All employees who were eligible for health insurance prior to the closure will continue to receive coverage in accordance with specific eligibility of the position held with District contributions and employee deductions remaining in place from the monthly payroll.

### **OFLA/FMLA:**

**Question: Do I need to apply for OFLA/FMLA leave if I have a condition that makes me more susceptible to COVID-19, but I am not experiencing symptoms?**

**Answer:** OFLA/FMLA leave is typically available when an employee has a "serious health condition" as defined in the law. OAR 839-009-0210(20). Unless the condition itself qualifies as a "serious health condition," the employee would likely not have a right to take OFLA/FMLA leave based on having a condition alone. Each situation is unique, therefore, please consult with Human Resources.

**Question: Will my OFLA/FMLA balance be charged during the closure?**

**Answer:** No. The District will not count periods of time during this mandatory school closure against an employee's OFLA/FMLA leave entitlement. OAR 839-009-0290 and 29 C.F.R. § 825.200(h).

**Question: If I was scheduled to return to work during the closure and was in unpaid status, when will I begin getting paid?**

**Answer:** Your pay will start the day you were scheduled to return to work.

**Question: What is the process for requesting OFLA/FMLA during the closure?**

**Answer:** Request Forms, Medical Certifications, and Return to Work Release notes are highly encouraged to be scanned and emailed directly to [hr\\_leave@ddouglas.k12.or.us](mailto:hr_leave@ddouglas.k12.or.us). Do not fax any OFLA/FMLA related

documents to our HR fax line as our HR staff are not in the office. If you do not have the ability to scan/email documents, please email your OFLA/FMLA contact in Human Resources (listed below):

**OFLA/FMLA Contacts in Human Resources:**

- Gloria Cruz, Leave Coordinator: [hr\\_leave@ddouglas.k12.or.us](mailto:hr_leave@ddouglas.k12.or.us).
- Debora Speciale, Acting Leave Coordinator  
[hr\\_leave@ddouglas.k12.or.us](mailto:hr_leave@ddouglas.k12.or.us).

**[OFLA/FMLA Request Process at this link](#)**

OFLA/FMLA Leave Request Forms:

[Medical Leave Packet-Employee's Own illness](#)

[Medical Leave Packet-Care of Family Member](#)

**Families First Coronavirus Response Act (FFCRA) - Emergency Paid Sick Leave and Paid Family and Medical Leave Expansion:**

Enacted on March 18, 2020; effective April 1, 2020. See *Employee Rights* poster at this [link](#) for more information regarding eligibility requirements and qualifying reasons. [To apply for this leave complete the form found here](#). More details will follow, as the District is waiting on further guidelines from the federal government. For any questions, you may reach out to your OFLA/FMLA contact or Administrator in Human Resources (Item A above). At this time, the process for requesting this paid leave is the regular process (Item B above).

**Considerations for Reporting to Work:**

When employees are required to report to work, the District will ensure employees are following the OHA (Oregon Health Authority) recommendations in regard to social distancing, which currently is defined as having six feet of separation between individuals and no more than 10 people in the same room at a time.

You should not report to a physical worksite if you are in one of the at-risk categories listed below; you have a member of your household in one of the at-risk categories listed below; or you have been advised by your physician not to report to work. If any of these situations prevent you from working at your physical worksite, please IMMEDIATELY inform your supervising administrator by stating you fall within an at-risk category. If additional information is needed, you will be contacted by a member of the HR team. At a later time medical verification will be required. Telecommuting will be used when deemed practicable by the supervisor.

### **At-risk categories:**

- Individuals with symptoms of acute respiratory illness, such as fever (100.4° F or greater using an oral thermometer), cough, vomiting, diarrhea, or other symptoms.
- Individuals who have returned from areas where COVID-19 is widespread in communities.
- Individuals who have been in close, prolonged contact with someone ill with COVID-19
- Individuals over 60 years of age.
- Individuals with underlying medical conditions that may increase the risk of serious COVID-19, including:
  - Blood disorders (e.g., sickle cell disease or on blood thinners)
  - Chronic kidney disease as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because of kidney disease, or is under treatment for kidney disease, including receiving dialysis
  - Chronic liver disease as defined by your doctor. (e.g., cirrhosis, chronic hepatitis), patient has been told to avoid or reduce the dose of medications because of liver disease or is under treatment for liver disease.
  - Compromised immune system (immunosuppression) (e.g., cancer treatment such as chemotherapy or radiation, receiving an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV with a CD4 count <200).
  - Current or recent pregnancy in the last two weeks
  - Endocrine disorders (e.g., diabetes mellitus)
  - Metabolic disorders (such as inherited metabolic disorders and mitochondrial disorders)
  - Heart disease (such as congenital heart disease, congestive heart failure and coronary artery disease)
  - Lung disease including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema) or other chronic conditions associated with impaired lung function or that require home oxygen
  - Neurological and neurologic and neurodevelopment conditions [including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury].

If you do report to work, please follow this guidance from public health authorities:

- Clean and disinfect frequently touched surfaces daily.
- Increase physical space between workers at the worksite (6 feet or more).

- Decrease social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.).
- Limit non-essential work travel.

### **Reporting to Work Questions:**

**Question: Am I required to report to work?**

**Answer:** Yes, as directed by your supervisor, unless you meet one of the high risk categories listed above.

**Question: My administrator has contacted me and told me to report to work. I have health issues and am concerned that because of this, getting the coronavirus will be serious. Do I have to report?**

**Answer:** Yes, unless you meet one of the high risk categories listed above.

**Question: Will I receive additional compensation for reporting to work? (Classified)**

**Answer:** Currently all essential employees reporting to work are receiving time and a half. The District is working with Classified Union leadership on an agreement as to what this will look like long term.

**Question: If I am on an approved OFLA/FMLA leave during the time of closure, am I required to report to work?**

**Answer:** No, all protected leaves which are approved through the closure period remain in effect.

### **Leave Requests During the Closure:**

**Question: What happened to my leave requests entered in the system prior to the closure?**

**Answer:** All leaves entered into the Absence Management system and/or TimeClock Plus prior to the closure were cancelled and restored, due to employees being paid, per the Governor's Executive Order.

**Question: If I am called back to work during the closure, and I am sick, or need personal time off, will I continue to be paid, per the Governor's Executive Order?**

**Answer:** In order to be paid, you will be required to enter your absence in the Absence Management system and/or TimeClock Plus and request to use the appropriate and available leave. Please refer to your collective bargaining



agreement and follow the established procedure for requesting and using these leaves.

**Question:** If I am called back to work during the closure, and my leave balances are exhausted, and I am either sick, or need personal time off, will I continue to be paid per the Governor's Executive Order?

**Answer:** No, you will be required to follow the process for requesting an unpaid leave, per your collective bargaining agreement, by entering your absence in the Absence Management system and/or TimeClock Plus for approval.

**Question:** If I am a 260 day employee, and I am called back to work during the closure, may I request my available vacation time through Absence Management and/or TimeClock Plus? (Classified)

**Answer:** Yes, but if your supervisor is unable to accommodate your request, your request may be denied, per collective bargaining agreement language.

**Question:** If I am directed to physically report to a worksite and I am unable to report because I am in a high risk category, do I need to enter my absence?

**Answer:** No, you need to notify your direct supervisor/administrator in order to explain and state that you fall within an at-risk category. You will then be contacted by a team member in Human Resources for next steps.

**Question:** If I am directed to report to work and I am unable to report due to a COVID related reason, do I need to enter my absence?

**Answer:** Yes. If the reason is eligible based on the Paid Leave Entitlements under the Families First Coronavirus Response Act (FFCRA), additional leave is now available. Per Federal guidelines, full time employees will receive 80 hours of this emergency leave. This amount is prorated based on FTE and will appear in your available absence reasons in the Absence Management system and/or TimeClock Plus (effective April 1, 2020) for use under the title of [Paid COVID Sick Leave \(PCSL\)](#). When entering your absence, you will be required to list which of the qualifying reasons applies to your need for leave.

**Question:** If I am directed to report to work and I am unable to report due to a reason not related to COVID and/or being in a high risk category, do I need to enter my absence?

**Answer:** Yes. Absences were cleared in the Absence Management system and/or TimeClock Plus when the closure was announced. If you now know of a new or continued need to be absent based on the expectations of you for

reporting to work, you will need to enter your absence using the contractual or agreement language applicable to your position.

### **Miscellaneous Questions and Answers:**

**Question:** I have applied for a mortgage loan and my lender needs to contact the District to verify my employment. I understand that no one is in the Payroll Department at this time. What should I tell my lender?

**Answer:** Our Payroll Department is teleworking during this closure and is able to assist you. Verifications of Employment should be directed to:  
For any financial verification, please contact the Payroll Department at 503-261-8247. For email:  
[payroll\\_spec@ddouglas.k12.or.us](mailto:payroll_spec@ddouglas.k12.or.us)  
Or if you would like to leave a voicemail: 503-261-8212

### **Healthy Workplace Guidelines:**

Health experts recommend that employees with symptoms of acute respiratory illness stay home and contact their healthcare provider for medical advice. Employees should not come to work if they have:

- Fever (100.4° F [38° C] or greater using an oral thermometer).
- Other symptoms like cough, vomiting, or diarrhea.
- If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice."

People should be without fever for 72 hours off of fever reducing medicines like aspirin or acetaminophen and lessening respiratory symptoms before returning to work or school. [CDC - Return to Work Criteria](#).

You can return to work or school after these three things have happened:

- You have had NO fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)

AND

- Other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- At least 7 days have passed since your symptoms first appeared.

These criteria do NOT apply if you will be tested for COVID-19. If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use medicine that reduces fevers)

AND

- Other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

Employees should inform their supervisor and stay home if they are sick.

All employees should:

- Stay home when sick, and make sure workplace policies allow sick leave so that people can do the right thing by protecting their co-workers.
- Cover their coughs and sneezes.
- Wash their hands frequently.

For more information visit these CDC websites:

- [Coughing and Sneezing](#)
- [Handwashing: Clean Hands Save Lives](#)

The District will perform regular cleaning of the workplace. Employees should routinely clean all surfaces that they often touch. Examples are workstations, countertops and doorknobs. Use cleaning agents usually used in these areas and follow the directions on the label.

Employees who are well but who have a sick family member at home with COVID-19 should:

- Tell their supervisor.
- Refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- Contact their local public health department.

Employees who have exposure to a co-worker with confirmed COVID-19 should:

- Refer to [CDC guidance](#) for how to conduct a risk assessment.

- Contact their [local public health department](#).

David Douglas School District is committed to working together with associations to make sure we are following the Governor's new Executive Order. We will keep you informed on our next steps.

### **Helpful Links:**

Oregon Health Authority:

[Oregon Health Authority : Oregon Health Authority](#)

Oregon.gov (Health, Safety, and

Wellness): <https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/COVID-19-FAQ.aspx>

Governor Brown's Executive Order 20-08:

[Brown has laid out in detail the state's expectations for providing learning, paying employees, providing meals and more in an executive order.](#)

CDC.gov COVID-19 Guidelines:

[Steps to help prevent the spread of COVID-19 if you are sick.](#)

[Coping with anxiety during COVID-19](#)

### **Frequently Asked Questions:**

#### ***What if I am showing symptoms of COVID-19 and/or just feel sick in general?***

Health authorities strongly encourage employees who are sick to stay home.

If you're concerned that you may have COVID-19 based on your symptoms, call your healthcare provider to receive guidance. If you are well, report to work.

If you feel sick, you may use available sick leave in order to stay home. If you are gone for over 3 days, HR will be asking for a doctor's note.

#### ***What will happen if I don't have enough sick leave and I am diagnosed with COVID-19?***

Contact HR. HR will provide specific guidance to each employee's unique circumstances. For represented employees, you can also consult with your union and refer to your collective bargaining agreement.

If you are diagnosed with COVID-19, you may use accumulated sick leave. If you are out of sick leave you may use personal leave (if you have any available) or vacation days (as applicable).

#### ***If we close schools for any period of time, would an employee be paid for the closure time?***

Yes. David Douglas School District would follow the 'Inclement Weather' procedures outlined in the licensed CBA (Article 14D: Working Conditions) and the 'Closure' procedures outlined in the OSEA contract (Article 17: Workdays).

***If the district closed for a period of time, would that time be added on to the summer calendar?***

This would be addressed in a way similar to when we experience inclement weather. These determinations would be informed by state minimum instructional minute requirements and on direction from the Oregon Department of Education (ODE) and Governor's Office as to whether days will be required to be made up.

***What do Kaiser and Moda provide related to COVID-19?***

Kaiser and Moda have web pages with guidance and up to date answers to frequently asked questions that we encourage employees to visit. These can be found using the following links:

Kaiser: <https://healthy.kaiserpermanente.org/alerts/p1/2019-novel-coronavirus-feb-2020>

Moda: [OEBC: Home](#)

***What can I do to reduce the risk of getting COVID-19?***

You can help yourself, your colleagues, and your students reduce their risk for getting and spreading viral respiratory infections, including the flu and the common cold, by encouraging them to take simple steps which will also help prevent COVID-19:

- Wash your hands often with warm water and soap.
- Cover your mouth with a tissue, sleeve, or elbow (not hands) when you cough or sneeze, and then wash your hands.
- Stay home if you're sick. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- Keep your immune system strong by eating a healthy diet, getting enough sleep, regular exercise, and by taking care of underlying health conditions.
- Clean your personal work station, keyboard, phones, and other high touch areas.

There are also basic steps every household should take to prepare for any unexpected event:

- Establish a childcare plan in the event your child(ren) need to stay home from school.
- Make sure you have a good supply of foods, drinks, medications, pet supplies, and other necessities you would want if you needed to stay home and limit your contact with other people for a couple weeks.
- Get to know your neighbors, especially those who might need extra help like seniors or people living alone.
- In the face of rumors, check [multco.us/covid19](https://multco.us/covid19) for reliable information.

***More information and ongoing updates from public health officials are available online, including:***

- Multnomah County Health Department:  
<https://multco.us/health-officer/novel-coronavirus-covid-19>

- Multnomah County Novel Coronavirus COVID-19 FAQs:  
<https://multco.us/novel-coronavirus-covid-19/novel-coronavirus-covid-19-faq>
- Oregon Health Authority (OHA):  
<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/DISEASESAZ/Pages/emerging-respiratory-infections.aspx>
- Centers for Disease Control (CDC):  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Oregon Department of Education (ODE) Communicable Disease Guidance:  
<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/commmdisease.pdf>