

## 2022-2023 School Year Updated COVID-19 Recommendations and Requirements

Updated 12/13/2022

*School City of Hammond's primary goal is to have a safe and productive school year. To accomplish this goal the following recommendations are being made based on the most recent CDC and Indiana Department of Health guidelines. Guidelines are subject to change based on transmission rate and the CDC and Indiana Department of Health recommendations. Employees, parents and students should self assess for illness daily. Masks are optional and available at your building. Home tests are acceptable.*

### Employees

- Employees that test positive for COVID-19 are required to isolate at home for 5 consecutive days from the date of the positive test. Employees can return to work on day 6. A mask must be worn for an additional 5 days when employees return to work. Employees will not need a doctor's note to return to work from the 5-day isolation period. Employees absent more than 5 days will need a doctor's note to return to work. Home tests are acceptable.
- Submitted home tests must have the employee's name and date of test on the COVID-19 test strip.
- Employees must have a current COVID-19 vaccine record. Fully vaccinated is defined as the required number of COVID-19 vaccinations recommended by the CDC.
- Employees do not need a negative test to return to work.
- Employees will report the absence to immediate supervisors, administrators, office managers or the person designated to submit attendance. Employees will no longer report absences to the Health Services Director.
- Employees that are close contacts to a positive case are not required to quarantine. Masks must be worn for 5 days in the work environment. Employees should monitor for signs and symptoms of COVID-19 and test if needed. Home tests are acceptable.

### Students

- Students that test positive for COVID-19 will be required to isolate for 5 consecutive days from the date of the positive test. Day 1 is the first day of the date of the positive test.
- Students can return to school on Day 6 if fever free for 24 hours without medication and symptoms are resolving. A mask must be worn for 5 days upon returning to school.
- All positive student cases should be reported to the nurse/health aide at their school.
- Students absent more than 5 days must have a doctor's note to return to school.

### Visitors/Volunteers

- Visitors and Volunteers will follow the same guidelines as employees.

### Employee Reimbursement of Sick Days

January 1, 2023 - June 30, 2023

- Employees must be fully vaccinated to receive reimbursement of sick days.
- Employees must submit a copy of their COVID-19 vaccine record along with a copy of the positive COVID-19 test results. A letter from a healthcare provider with the date of the positive test, or a Home Test with the employee's name and date on the test is acceptable.
- All documentation must be submitted to the office manager in the employee's building.
- Isolation is considered 5 consecutive calendar days.
- Copies of positive COVID-19 tests and vaccination records must be submitted at the same time to your immediate supervisor/administrator, or the person designated to submit attendance.
- Failure to submit the required documents will result in no reimbursement of days.
- Up to, but not more than 5 consecutive calendar days can be reimbursed.
- Reimbursement of sick days can take up to 45 days from the submission of all required documentation to the building office manager.
- Reimbursement of sick days will only be granted one time for the 2022-2023 school year.
- It is the employee's responsibility to submit all required documentation.

### Employee Reimbursement of Sick Days

July 1, 2022 - December 31, 2022

- Employees must be fully vaccinated to receive reimbursement of sick days.
- Employees must have reported-off due to a positive COVID-19 test result to their administrator/supervisor as indicated in the COVID-19 guidelines for the 2022-23 school year.
- If the employee has a copy of the positive COVID-19 test result or medical documentation from a healthcare provider, the documentation, as well as a copy of the vaccine record, must be submitted to the office manager in their building.
- If the employee has no documentation of a positive COVID-19 test, the verification of COVID-19 form must be completed and signed by the employee's administrator/supervisor. The form is available on the SCH website or from the office manager in the building.
- Up to 5 calendar days will be reimbursed to the employee after all documentation is received.
- Reimbursement of sick days can take up to 45 days from the submission of all documentation to the building office manager.
- Failure to submit all required documentation will result in no reimbursement of days.
- Reimbursement of sick days will only be granted one time for the 2022-2023 school year.
- It is the employee's responsibility to submit all required documentation.