

FWEA ESP and Certificated Staff_COVID-19 Leave FAQ

To qualify for the work and leave options below, the **employee will schedule a COVID 19 test at the earliest date possible.**

FWEA ESP and Certificated Staff who have Developed COVID-19

Symptoms:

I have developed COVID symptoms prior to coming into work. What do I do?

- Staff who have developed COVID symptoms prior to starting work for the day will stay home and speak with their immediate supervisor and review the [King County Flow Chart](#) to determine next steps around timelines for possible return to work.
- Staff who have developed COVID symptoms while at work should immediately speak with their supervisor and report their symptoms. The supervisor will review the [King County Flow Chart](#) to determine next steps around timelines for possible return to work.
- Staff members with symptoms are recommended to take COVID-19 tests. **Testing is required to access the COVID leaves.** Testing is available in multiple locations around the region, and there are two sites at FWPS for testing: ESC and Sacajawea. Additionally, FWPS is providing employees rapid tests for home use.

New update as of April 2022: Given the accessibility of rapid/at home tests, a photo of your positive rapid test is now acceptable to access the leave provisions. If you test positive take a photo with your cell phone and email it to Human Resources via Jhymer@fwps.org.

Working Remotely:

I am waiting for COVID test results. Can I work remotely?

- Staff who are well enough to work, but may not work onsite per DOH guidance, may request approval from their supervisor to work remotely; staff will reach out to their supervisor directly. Approval of short-term (3 days or less) remote work should be generally approved. In order to qualify to work remotely, **if approved**, staff will need to take COVID-19 test and submit the results to Human Resources via jhymer@fwps.org. Absence will be entered as wellness until approved
- Once approved, the staff member will work remotely to accomplish the essential functions of their job and Office Manager will check that the COVID-19 test has been submitted to Human Resources and then change the absence from wellness to a “**Temp Remote**” code in Frontline. Staff will not be charged wellness during these occurrences.

- *Per our 10.5.21 MOU, “The District and Association believe that the health of our community and the continuity of student support require us to generate unique leave and work options for this school year. In order to qualify for the work and leave options below, the employee will schedule a COVID 19 test at the earliest date possible. Staff who have developed symptoms preventing them from attending physically at work per DOH guidance, and are well enough to work, may request approval from their supervisor to work remotely. Approval of short-term (3 days or less) remote work should be generally approved for staff members. Once approved, the staff member will work remotely to accomplish the essential functions of their job. Said staff will utilize a “Temp Remote” code in Frontline and not be charged wellness during these occurrences.”*

My request to work remotely has been denied or I don’t feel well enough to work. What leave do I use?

- In some cases, remote work may not be available or a symptomatic staff member may not feel well enough to work while waiting for COVID 19 test results. In those cases, staff will use available leaves under the CBA (example: wellness). If the staff member tests negative for COVID 19, they can return to work when the DOH guidance permits.

Leave for Staff who Test Positive for COVID-19:

I just tested positive for COVID. What do I do?

- Staff who test positive will receive full pay and benefits through a combination of L&I benefits and supplementary administrative/COVID leave. FWEA and FWESP staff will enter absences as wellness while filing the L&I claim.
- To receive these benefits, the staff member must work with their Office Manager to file an L&I claim under HELSA and will have their worker’s compensation claim supplemented by the district-provided administrative/COVID leave, retroactive to their first day of leave, until able to return to work per DOH guidance (not to exceed 10 days). To apply for L&I, use the following link: www.pswct.org and work with Office Manager.
- If you have any questions about L&I, you can reach out to Laveda Nichols at lnichols@fwps.org.

My COVID recovery has extended past ten (10) days. Do I now use Wellness leave?

- Staff who experience extended COVID recovery times beyond ten (10) days *may be eligible* for additional administrative/COVID leave days on a case-by-case basis.
- Staff should continue working with L&I.

Retroactive COVID Leave Benefits:

I had COVID before the agreement was ratified. Will I get my wellness leave back?

- Yes, any staff member who tested positive for COVID during the 2021-22 school year is eligible for District provided Administrative/COVID leave. To be eligible, any staff who tested positive during 2021-22 school year must apply for L&I. *Administrative (COVID Leave) will be applied retroactively due to a COVID infection during the 2021-22 school year.”*
- FWEA ESP and Certificated staff who have used wellness leave due to a confirmed case of COVID should work with their Office Manager to file an L&I claim under HELSA. Following application for L&I, staff will contact Jennifer Hymer with positive test result notification to initiate the change from Wellness to Administrative/COVID leave.

Vaccination Leave:

Is the district providing leave if I get a Booster shot and am not feeling well?

- Yes, staff are entitled to one day of COVID vaccination leave per dose of vaccination if they are experiencing side effects. This leave *will not be deducted from the employees' sick leave or other contractually agreed-upon leaves.*
- To access this leave, a FWEA ESP or Certificated staff member should enter the leave as wellness and then submit their vaccination card to Jennifer Hymer in HR who will update the absence code.