

FWEA ESP and Certificated Staff COVID-19 Leave FAQ

November 2022

I have developed COVID symptoms. What do I do?

- FWEA and FWEA-ESP staff who have developed COVID symptoms should immediately contact their supervisor and report their symptoms. The supervisor will review the Department of Health [Flow Chart](#) to determine next steps. Do not come to work positive.
- FWEA and FWEA-ESP staff members with symptoms are recommended to take COVID-19 tests. **Testing is required to access the COVID leaves.** FWPS is providing employees with masks and rapid tests for home use. Washington state mails free tests through sayyestothetest.com

I have tested positive for COVID, what do I do?

- Step 1: Contact your supervisor and report your positive COVID test to them
- Step 2: Send picture of test to Jen Hymer in HR at jhymer@fwps.org
- Step 3: Enter your absence into the Frontline system using wellness code
- Step 4: Stay home and isolate for the number of days indicated by Department of Health guidelines (currently 5 days)

How do I qualify for COVID Leave?

A photo of your positive rapid test (or paper copy of PCR test) is required to access the leave. If you test positive, submit a photo (or scan a copy) and email it to Human Resources via Jennifer Hymer at jhymer@fwps.org.

How much COVID leave do I get?

During the 2022-23 school year, FWEA and FWEA-ESP employees who test positive for COVID-19 and who are required to isolate under current public health guidance, will receive supplementary leave up to five (5) days per COVID infection **or** the number of days required to isolate under current public health guidance (up to a maximum of five (5) days), whichever is less. FWEA and FWEA-ESP staff members will have access to a total maximum of ten (10) days for the 2022-23 school year that can be used across multiple potential COVID infections. **To qualify for COVID leave, employees have to submit a copy of their positive test.**

What's an example of using the 10 COVID leave days across multiple COVID infections?

If a staff person tests positive for COVID on a Thursday and must isolate for the next 5 days (according to current DOH guidelines), they may need to use 3 COVID leave days for that illness before they can return to their worksite (Th, F, and M). The staff member now has 7 days of COVID leave remaining to use for this school year if they test positive for COVID in future. Reminder- FWEA and FWEA-ESP staff can only use a max of 5 days of COVID leave per event.

My COVID recovery has extended past public health guidelines for isolation (currently five (5) days per infection). Do I now use Wellness leave?

- FWEA and FWEA-ESP staff who experience extended COVID recovery times beyond the isolation period required by public health (currently 5 days per infection) will use wellness days for the additional days. Each ESP and Certificated staff member has a total of 10 COVID days per year to access.
- Recovery means: “No fever within the past 24 hours (without medication) AND Symptoms have significantly improved. If symptoms persist, retest every 24–48 hours through at least five days after symptoms started.”
- Day 0 is the first day with symptoms.

Is there anything I need to do when I return?

Current [DOH guidance](#) requires staff or students to stay well masked when returning during days 6-10.

What do I do if I am exposed to covid?

From the Department of Health: “Monitor for symptoms, AND:

- Test* as soon as possible after exposure and then repeat testing every 24-48 hours through at least the first 5 days after exposure AND
- Students, children, and staff who spend time indoors with individuals at risk for getting very sick with COVID-19 should wear a well-fitting mask for 10 days after exposure.”

Department of Health further advises:

- “Exposed students, children, and staff may continue to take part in all in-person instruction and care. If an exposed student, child, or staff member develops symptoms, they should test and immediately isolate at home...and follow the guidance outlined in the Exclusion of Individuals with Symptoms of COVID-19 section.”

I am an Office Manager. What are my responsibilities when someone has tested positive for COVID:

Employees are responsible to submit their own positive tests to HR. HR is responsible for converting wellness leave to COVID leave. Office Managers may be asked by their administrator to enter absences if the employee is too sick to do so.

Will I receive COVID tests?

Yes, each school received COVID tests to distribute to staff as needed. Contact your office manager if you need an additional test.

How is COVID Leave entered?

The wellness leave you entered when you first reported your absences will be manually converted to COVID leave by support staff at HR upon submission of your positive COVID test result.

Am I eligible for COVID leave if my household member gets sick with COVID?

No. COVID leave is only available for personal COVID illness.