

March 5, 2020

**\*\*\*Updated March 6, 2020 @ 2:45pm\*\*\* see highlighted information below**

SEA Members,

This message is to inform you that SEA has been in communication with SPS regarding district preparedness and response to the COVID-19/Coronavirus.

The health and safety of our students, staff, and communities is a top priority for SEA. We encourage all members to follow the procedures and guidelines outlined by Seattle Public Schools daily communications, specifically:

### **Keeping School Communities Healthy**

- Developing school protocols to prioritize handwashing when students arrive at school, anytime they have used the restroom, and prior to lunch; when handwashing isn't possible, use alcohol-based sanitizer or sanitizing wipes with at least 60% alcohol.
- When appropriate, encourage families and partners to help by donating cleaning supplies such as hand sanitizer, general all-purpose disinfectant spray, and tissues.
- Buildings may have discussions with custodial staff on how to engage with community/family volunteers to support keeping the school community clean and healthy.

### **COVID-19 Symptoms and Response Guidelines**

- COVID-19 symptoms include a fever of 100 degrees, cough, and/or difficulty breathing. If a student presents these symptoms while at school, they will be immediately removed to a quarantined space in the school while continuing to be monitored by an adult. A family member or emergency contact will be called to pick them up.
- SPS will follow Public Health & King County quarantine recommendations: ***Who should self-quarantine?*** Self-quarantine means staying at home and away from others and self-monitoring for symptoms, including doing daily temperature checks. Individuals in the following categories should self-quarantine for 14 days per the CDC:
  - Recent travelers to highly impacted countries
  - Close contacts of confirmed COVID-19 cases. For example, Barry's wife, Shelly was recently confirmed to have COVID-19. Barry should self-

quarantine for 14 days per the CDC, monitor symptoms, and notify his healthcare provider and Public Health if he becomes ill.

- ***Who does not need to self-quarantine?*** Close contacts, such as family members or roommates, of people who have had close contact with a confirmed case do not need to self-quarantine.
- If the CDC requires quarantine of a staff person or student who is not ill but may have been exposed and has been to a school site, the district will do the following:
  - o Remove the individual from the school location
  - o Contact the school community – staff, families, and partners
  - o Cancel all school events on day of CDC notice
  - o Activate specialized and extensive cleaning of the school

### **High Risk Populations**

- King County Public Health recommends high risk populations stay home from work. People at high risk include people:
  - o Over 60 years of age
  - o With underlying health conditions including heart disease, lung disease, or diabetes
  - o With weakened immune systems
  - o Who are pregnant
  - o ***Who have traveled to one of the Level 3 countries (Italy, China, Iran, and South Korea)***
- If you are part of a high risk population, please discuss your situation with your supervisor and contact a health care provider if any arrangements need to be made.
- ***Updated policy states that if an employee is part of a high-risk population and is going to self-quarantine, they must have a note from a health care professional. They may access the “Emergency Circumstances – Paid” policy outlined below. Documentation will be required.***

### **Building Closure**

- If a building is closed because of COVID-19/Coronavirus contamination, it will be determined a public health emergency closure and SPS may petition the state for a waiver. If the waiver is granted, students and staff will not be required to make up the day and staff will not lose and leave or pay. Like snow days, there is no need to enter any leave in the event of a school closure.

***\* As your building develops protocols, please be mindful of the impact communication and response to this pandemic has on our families furthest from education justice and that they may need additional support. There is a lot of unnecessary stigma around certain populations and we want to caution and remind members that infections don't have a predilection. They can affect all of us and everyone is equally at risk.\****

**Emergency Employee Pay and Leave - [Link to SPS Letter to SEA Members Regarding Employee Pay and Leave During COVID-19](#) – PLEASE READ CAREFULLY**

- If SEA represented certificated, paraprofessional, and SAEOP staff are directed by a health professional or agency to be quarantined for 14 days, either because of close contact with a person who has a lab-confirmed case of COVID-19 or because they have tested positive for COVID-19, the STE staff will enter three (3) days of sick leave into the Employee Self Service (ESS) Time Recording System. If an employee does not have three (3) days of sick leave available, they may use personal leave or vacation if available. If no paid leave is available, the employee should enter unpaid sick leave for the three (3) days.
- Remaining workdays that fall during the 14-day quarantine period do not need to be recorded using paid leave. These remaining absences (the period of quarantine in excess of three (3) workdays) should be entered in ESS with absence type Emergency Circumstances–Paid, which will be listed in ESS as “Emergency Circ-Paid.” This new code will be available next week. Under this emergency situation, SPS will allow SEA FTE employees to work remotely. For example, staff may work on grades, future lesson plans, sub lesson plans, special projects, or professional learning for the remaining workdays in quarantine. Documentation will be required in order to qualify for the “Emergency Circumstances-Paid” time. We understand this documentation may be delayed, but it will need to be turned into the Leaves Office at MS 33-380.
- For long-term and daily sub procedures, please refer to the linked letter.

The full impacts of COVID-19/Coronavirus are unknown, but we are amazed every day by the work of our members to support our school communities. We ask that during this time, all SEA members work together in partnership with our custodial and nutritional services staff, administration, community partners, and families to support each other as we work through this public health challenge.

Sincerely,

Michael S. Tamayo  
SEA President

Gwendolyn Jimerson  
SEA Vice-President