



# Santee School District

## SCHOOLS:

Cajon Park  
Carlton Hills  
Carlton Oaks  
Chet F. Harritt STEAM  
Hill Creek  
Pepper Drive  
PRIDE Academy  
at Prospect Avenue  
Rio Seco  
Sycamore Canyon  
Alternative  
Success Program

To: All Santee School District Employees

Date: March 12, 2020

From: Dr. Kristin Baranski, Superintendent

Subject: **Update COVID-19 Information for Santee School District Employees**

We understand employees have many questions and concerns about COVID-19 and how the illness could affect them at work. Below are some guidelines to help employees better understand the options available to those who may be unable to work because of illness, an underlying health condition, or a site closure as well as updated information about Santee School District's interim policy on events, travel, and meetings. These guidelines apply to full-time and part-time certificated and classified employees, including management.

### **If an employee gets sick**

Any employee with respiratory symptoms or a temperature above 100 F or 37.8 C should remain home until they have been fever-free without fever-reducing medication for 24 hours and respiratory symptoms are gone. If respiratory symptoms are not completely gone but they are improving and one week has passed since onset of illness, the staff member can return to work. An employee exhibiting COVID-19 symptoms may be sent home. Employees will have to use their accumulated sick time to cover these absences.

### **If an employee is quarantined**

If a qualified medical professional has quarantined an employee, that employee will not have to use sick time or other paid leave and will be compensated at their regular daily rate. The employee will have to present written verification of the quarantine order that includes the beginning and end dates. One exception is if an employee chooses to embark on personal travel to a high-risk country after the Centers for Disease Control and Prevention (CDC) has posted a travel health notice. If that employee is quarantined or follows CDC's guidelines to self-isolate after returning to the U.S., they will not be provided paid leave.

### **If a worksite is closed**

If the physical location where an employee normally works is closed in response to COVID-19, employees who were scheduled to work at that site are to communicate with their supervisor to establish an alternative work location, if possible. If a staff member is scheduled to work but is unable to because of a site closure, the employee will be compensated at their regular daily rate. If a staff member was scheduled to be on vacation or recess during a site closure, they will continue to utilize their leave as planned.

### **If an employee's family member gets sick**

Employees who must care for an immediate family member who is ill or advised by a physician to stay home can use personal necessity leave or vacation time.

### **If an employee is part of a vulnerable population**

Early information out of China indicates some groups may be more vulnerable to COVID-19. Those more likely to get sick include older adults (ages 60+), individuals with compromised immune systems, and individuals who have serious chronic medical conditions such as heart disease, diabetes, or lung disease. If you are at higher risk for serious illness from COVID-19 because of your age or health condition, it is important for you to take actions to reduce your risk of getting sick with the disease. Employees in this situation may request additional flexibility. Please contact Tim Larson in Human Resource Services at [tim.larson@santeesd.net](mailto:tim.larson@santeesd.net).

### **If an employee needs additional flexibility**

Employees facing extenuating circumstances related to school closures or caring for sick family members may request additional flexibility. The requests are to be made in writing to Human Resources and should include specific issues related to the individual employee's situation.

### **Guidance on meetings, events, and field trips**

On March 11, the California Department of Public Health has released guidance in effect through at least the end of March. Effective immediately, the following apply to all meetings, events, and field trips regardless of their sponsor.

- Santee School District-sponsored gatherings and attendance at events that include 250 people or more must be postponed, suspended, or canceled.
- Gatherings that bring together individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than 10 people.
- Events, meetings, and gatherings involving up to 250 people must be conducted only if the activity is essential, cannot be postponed, and the required outcomes cannot be achieved by another means. When participation in meetings of this type are essential, the venue used must allow social distancing of six feet per person. If this requirement cannot be met, the event must be postponed or canceled. Any meetings with more than 25 people that are considered essential must be approved in advance by a department's senior manager.
- All field trips, regardless of the destination, must be canceled or rescheduled.
- All non-essential air travel must be canceled or postponed. Air travel that is essential must be authorized, and previously authorized travel must be reauthorized, by district administration.
- Exceptions to these guidelines may only be made with written authorization from the superintendent.

If you have any other questions related to leave time policies regarding COVID-19, please contact Tim Larson at 619-258-2308 or [tim.larson@santeesd.net](mailto:tim.larson@santeesd.net).