



## **Hiawatha Academies Work Guidance During the COVID-19 Outbreak**

### **Working During a School Closure**

Working conditions for employees may need to be altered, and the respective employees will be informed of plans and any changes that will affect their work and attendance at work.

- The requirements for employees will vary depending upon the nature of school closure. In the case of all schools in the full network being closed, the descriptions below will apply.
- If a single school were to be closed, the descriptions below would apply only to staff in the school closed; and employees may be reassigned as necessary and only if they have not been quarantined due to potential COVID-19 contact at schools or events.
- If there were a modified plan by the Department of Health whereby just some students were quarantined, there would be a new plan developed to meet the special conditions of the Department's expectations.

### **Teachers**

- Teachers should expect to be available throughout their normal work day, including time before or after school, as assigned. In addition to the time for delivering instruction through distance learning, teachers need to expect students to reach out to them for assistance with lessons.
- Times for students to contact their teachers with assignment questions will be established by each principal of any schools closed.
- Teachers who need to take time off during any of the distance learning days will need to request PTO, and alternatives for the students will be determined by the principal.



- Special Education teachers will need to work with their students through assistance from the students' family members, when possible.
- In the event that the closures involve less than a full network shutdown, teachers in the closed schools may be reassigned to schools that are open if they have not been quarantined due to potential COVID-19 contact at schools or events.
- It is expected that all teachers will be ready to deliver instruction through the use of distance learning and other supplementary learning options. This will require teachers to take their staff laptop and any other critical materials home with them at the end of every school day, in case their school is closed before the start of school the next day.
- Any teacher who does not have internet capability at home should inform their principal immediately so arrangements can be made.
- The network will schedule times before any emergency arises for teachers to practice the distance learning model with their students, and teachers will be expected to implement those plans.

### **Paraeducators**

- Principals will assign paraeducators a caseload of students for them to regularly contact and support in completing their distance learning.
- Times for students to contact their paraeducators with assignment questions will be established by each principal of any schools closed.
- If the closures involve less than a full shutdown, paraeducators may be assigned to open schools in the network if they have not been quarantined due to potential COVID-19 contact at schools or events.

### **Office Operations**

- Operations teams will need to assist with communications between parents/students and teachers or administrators, as well as regular operations related to school facilities, student enrollment, etc. Operations team members can expect to be assigned to work remotely in the event of a full network



closure. In the event of a partial network closure, they may be assigned to work at an open campus, depending on the specific scenario, and only if they have not been quarantined due to potential COVID-19 contact at schools or events.

### **Food Service**

- Food service staff may be assigned alternate duties by the campus leadership team, if their school or all schools are closed. They may be assigned to support food service or other operations at open campuses in the event of a partial network closure, if they have not been quarantined due to potential COVID-19 contact at schools or events.

### **Campus and Network Administrative Roles**

- Principals, assistant principals, deans, student behavior specialists, social workers, and network support team members may be assigned alternate responsibilities or work locations if their respective school is closed. This may involve working at a different Hiawatha facility, working remotely, or supporting an open campus, depending on the circumstances. Additional assistance may be needed to facilitate communications with parents and employees.

## **Employee Pay and Paid Time Off During a Closure**

Hiawatha Academies will ensure that employees are paid on time during any emergency. Minnesota statutes prohibit the network from paying employees who do not work, however, the alternative work arrangements described above should allow staff to continue working and receiving pay during a full or partial network closure.

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor immediately, submit a



Paid Time Off request in Skyward, and stay home if they are sick. If an employee develops these symptoms while at work, they should inform a member of their campus leadership team to secure necessary coverage and leave the school as soon as possible.

Due to the special nature of the COVID-19 outbreak, and in response to MDH recommendations, the following alterations to Hiawatha's PTO policy are temporarily in place until further notice:

- Staff will *not* be required to submit a doctor's note for an absence of more than three work days.
- Starting 3/13/2020, there will be more flexible approval of additional paid time off for staff who have used up their accrued PTO:
  - Staff who are required to stay home due to their COVID-19 symptoms, to take care of a family member with those symptoms, or to provide emergency childcare that results from the impacts of the COVID-19 outbreak, must first use PTO to cover their absence. Like usual, staff should inform their manager and principal directly, as soon as possible, when they will be absent and also submit their PTO request to Skyward.
  - Once a staff member exhausts their accrued PTO, additional paid time off may be approved by the Human Resources Director if a COVID-19-related absence must continue. Staff must request this additional time off by emailing their principal, manager, and Human Resources Director ([mknutson@hiawathaacademies.org](mailto:mknutson@hiawathaacademies.org)) as soon as there is an anticipated need.

## **Travel Restrictions and Mandatory Quarantine**

With Spring Break approaching, Hiawatha staff should be mindful of CDC recommendations for avoiding non-essential travel. Following these recommendations, Hiawatha Academies will restrict employees from returning to work for 14 days after travel to a Warning Level 3 destination. As of 3/12/2020, return-to-work restrictions will be in place following travel to most of Europe, China, South Korea, and Iran. Travel



restrictions may be updated frequently. Updated information can be found at <https://wwwnc.cdc.gov/travel/notices>

Staff who cannot return to work after traveling to these destinations may use their accrued Paid Time Off to cover missed work days. **Unpaid** time off will then be approved as needed until the end of the 14 day quarantine period.