



Employee is Diagnosed or Experiencing Symptoms

If the employee is:

- Diagnosed with COVID-19, *or*
- Experiencing COVID-19 symptoms *and* seeking a medical diagnosis

The employee will:

- Leave workplace immediately, if present, or remain home
- Inform supervisor of absence
- Contact Randye Reber, Benefits Specialist at Randye.Reber@usd497.org

Can employee perform job duties from home *and* has supervisor approved employee to do so?

Yes. The employee will:

- Quarantine for period listed on LPS COVID Response Plan
- Work from home as able until period on the LPS COVID Response Plan has been met

No. The employee will:

- Quarantine for period listed on LPS COVID Response Plan
- Eligible for EPSL
 - District-paid leave for up to 80 hours, prorated for part time employees

Once EPSL is exhausted, has employee met period listed on LPS COVID Response Plan

Yes. The employee will:

- Return to work

No. The employee will:

- Remain off work until period listed on LPS COVID Response Plan
- Use accrued sick leave and/or vacation to be paid for time off work