

COVID Remote Work Procedure for Secretarial and Support Staff

(As of 9/6/22 and subject to revision as necessary)

Individuals who test positive for COVID-19 are prohibited from reporting to work until they have completed a minimum five (5) day isolation period. The CDC no longer recommends quarantining for individuals who are exposed to a positive case of COVID-19.

Secretarial (LSFES and non-unit) and certain members of the support staff (LSFSS Classification D and non-unit support) testing positive for COVID-19, who choose to work remotely may do so if they can perform essential duties and responsibilities as determined by their principal and/or department supervisor.

Reporting COVID-19 Absence

1. Get approval from your principal and/or department supervisor.
2. Enter day(s) of your absence into Frontline and select “COVID+ Work Remote” as the absence reason.
3. Support Staff: Go to Google Meet and “Create a Meeting for Later” and email this link to your principal, supervisor, and/or teacher(s).
4. Secretarial: Email staff instructions for how they can contact you if they need assistance throughout the day.

Confirming Your COVID-19 Result

Secretarial and support staff who test positive using a home test and who choose to work remotely, after receiving permission, may enter their absence as instructed above and begin working remotely. However, a positive home test must be confirmed by taking a PCR test within 24 hours. Please retain a copy of your positive test result.

Remote Work Expectations

Secretarial and support staff who choose to work remotely during the five (5) day isolation period are expected to:

- Work their full schedule.
- Support Staff: Be virtually present and accessible to students via an open Google Meet throughout the day (including Interventionists, Title I, and Special Education Paraprofessionals)
- Support Staff: Email classroom teachers informing them that you will meet virtually with students at your regularly scheduled time and provide them with a link to your Google Meet. Ask classroom teacher to arrange for a place in the classroom for student to attend their virtual meeting.
- All: Clock-in and out as necessary following your regular schedule.

Other Considerations

- If for whatever reason you do not choose to work remotely for all or part of your COVID-19 absence, select an absence reason as you normally would in Frontline.
- If you have questions, please contact your supervisor or the Department of Employee Services for assistance.