

WEST OSO INDEPENDENT SCHOOL DISTRICT

HEALTH AND SAFETY FOR OPENING SCHOOLS
DURING COVID-19 PANDEMIC
FALL 2020



STUDENT ENVIRONMENT STEPS FOR COVID-19

GET YOUR HOME AND CHILDCARE PROGRAMS “SCHOOL READY”

Checklist for Parents

PLAN AND PREPARE

Practice and reinforce good prevention habits with your family.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

KEEP YOUR CHILD AT HOME IF SICK WITH ANY ILLNESS.

If your child is sick, keep them at home and contact your healthcare provider. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.

BE PREPARED IF YOUR CHILD’S SCHOOL OR CHILDCARE FACILITY IS TEMPORARILY DISMISSED.

Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.

IF YOUR SCHOOL/CHILDCARE PROGRAM IS DISMISSED

Keep track of school dismissal updates. Read or watch local media sources that report school dismissals or stay in touch with your school.

Talk to your school about options for digital and distance learning.

Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.

Seek guidance from your school administrator to determine when students and staff should return to schools.

Duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific situation in your community. Students and staff should be prepared for durations that could last several days. Administrators should work with their local health authorities to determine duration of dismissals.

How to Safely Wear and Take Off a Cloth Face Covering

Special Notation: All WOISD students will be given 1 mask at the beginning of school. Any further masks needed will be the responsibility of the parents to provide.



WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS:

Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain

- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hand

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

Untie the strings behind your head or stretch the ear loops

- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

WEST OSO ISD STUDENT ENVIRONMENT STEPS FOR COVID-19

I. STUDENT HAS SYMPTOMS AND TESTS POSITIVE OR SUSPECTED TO HAVE COVID-19

Symptoms Include: Fever or chills
Cough
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea
Trouble breathing
Persistent pain or pressure in the chest
New confusion
Inability to wake or stay awake
Bluish lips or face

- A. Student notifies the teacher and remains home 14 days from a positive COVID-19 test result.
- B. The teacher immediately notifies the principal of the situation.
- C. The principal contacts RJ Alvarado, Executive Director, who will inform WOISD Central Office of the situation.
- D. The teacher identifies any other students or staff who were present in the same class/group on the last day the student who tested positive was present. Teacher will report those persons to the campus principal. The student may return to campus after 14 days have passed from positive test result and/or 14 days have passed from symptom onset, and at least 72 hours have passed with no fever, without the use of fever-reducing medication.
- E. Campus principal will work with WOISD Central Office to send written notification of possible exposure to all staff and parent/guardian of students who were exposed.
- F. The classroom exposed will be closed, cleaned and disinfected.
- G. If student is tested positive for COVID-19 RJ Alvarado will notify the Nueces County Health Department.

II. STUDENT REPORTS ONE OR MORE SYMPTOMS BEFORE ENTRY TO BUILDING USING SCREENING TOOL.

- A. Teacher/Nurse collects completed screening tool and advises student they may not enter the building. The parent of the student is contacted to pick up the student and the student is quarantined in the campus building until the parent arrives.
- B. The principal contacts RJ Alvarado, Executive Director, who will inform WOISD Central Office of the situation.
- C. The teacher identifies any other students or staff who were present in the same class/group on the last day the student who tested positive was present. Teacher will report those persons to the campus principal. The student may return to campus after 14 days have passes from positive test result and/or 14 days have passed from symptom onset, and at least 72 hours have passed with no fever, without the use of fever-reducing medication.
- D. Campus principal will work with WOISD Central Office to send written notification of possible exposure to all staff and parent/guardian of students who were exposed.
- E. The classroom exposed will be closed, cleaned and disinfected.
- F. If student is tested positive for COVID-19 RJ Alvarado will notify the Nueces County Health Department.

III. STUDENT REPORTS EXPERIENCING ONE OR MORE SYMPTOMS OF COVID-19 DURING THE SCHOOL DAY.

- A. Student is isolated and parent contacted to pick up student.
- B. The principal contacts RJ Alvarado, Executive Director, who will inform WOISD Central Office of the situation.
- C. The student may return to campus after 14 days have passes from positive test result and/or 14 days have passed from symptom onset, and at least 72 hours have passed with no fever, without the use of fever-reducing medication.
- D. If student was on campus in the last 48 hours... The teacher identifies any other students or staff who were present in the same class/group on the last day the student who tested positive was present. Teacher will report those persons to the campus principal.
- E. Campus principal will work with WOISD Central Office to send written notification of possible exposure to all staff and parent/guardian of students who were exposed.
- F. The classroom exposed will be closed, cleaned and disinfected.
- G. If student is tested positive for COVID-19 RJ Alvarado will notify the Nueces County Health Department.

IV. STUDENT REPORTS SOMEONE AT HOME HAS SYMPTOMS OR SOMEONE AT HOME HAS TESTED POSITIVE

- A. This would be considered prolonged exposure to someone with COVID-19 or symptoms of COVID-19. Student cannot enter the building. There is no need to notify staff or students regarding this scenario. Student should contact their primary care physician for guidance and remain home to self-isolate and avoid public spaces for 14 days.

WEST OSO ISD EMPLOYEE WORK ENVIRONMENT STEPS FOR COVID-19

EMPLOYEE HAS SYMPTOMS AND TESTS POSITIVE OR SUSPECTED TO HAVE COVID-19

Symptoms Include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

I. EMPLOYEE REPORTS WHILE HE/SHE IS AT SCHOOL/WORK

- A. Employee reports to direct supervisor/principal and leaves to get COVID 19 tested
- B. Employee's direct supervisor/ principal contacts RJ Alvarado, Executive Director, who will inform WOISD Central Office of the situation.
- C. Employee should be tested for COVID-19 and report the results of the testing to RJ Alvarado, Executive Director.
- D. If employee is confirmed positive for COVID-19 he/she is automatically quarantined from work for 14 days. This is considered a Level 0.
- E. Anyone working with that employee automatically becomes a Level 1. (Employee has had contact with a Level 0 which includes: Family/Friend/Co-Worker, and they are quarantined for 14 days.
- F. A Level 2 employee is an employee that has had contact with a Level 1 employee (Family/Friend/Co-Worker). No action is taken but their condition is monitored.
- G. Locations are closed, cleaned and disinfected for locations with a Level 0 or Level 1 employee.
- H. If employee is tested positive for COVID-19 RJ Alvarado will notify the Nueces County Health Department and employee must have a negative COVID-19 test result prior to returning to work.

II. EMPLOYEE HAS SYMPTOMS AND TESTS POSITIVE OR SUSPECTED TO HAVE COVID-19

- A. **Employee reports while at home**
- B. Employee's direct supervisor/ principal contacts RJ Alvarado, Executive Director, who will inform WOISD Central Office of the situation.
- C. Employee should be tested for COVID-19 and report the results of the testing to RJ Alvarado, Executive Director.
- D. If employee is confirmed positive for COVID-19 he/she is automatically quarantined from work for 14 days. This is considered a Level 0.
- E. Anyone working with that employee automatically becomes a Level 1. (Employee has had contact with a Level 0 which includes: Family/Friend/Co-Worker, and they are quarantined for 14 days.
- F. A Level 2 employee is an employee that has had contact with a Level 1 employee (Family/Friend/Co-Worker). No action is taken but their condition is monitored.
- G. Locations are closed, cleaned and disinfected for locations with a Level 0 or Level 1 employee.
- H. If employee is tested positive for COVID-19 RJ Alvarado will notify the Nueces County Health Department and employee must have a negative COVID-19 test result prior to returning to work.

III. EMPLOYEE TESTS POSITIVE BUT HAS NO SYMPTOMS

- A. Employee's direct supervisor/ principal contacts RJ Alvarado, Executive Director, who will inform WOISD Central Office of the situation.
- B. Employee should be tested for COVID-19 and report the results of the testing to RJ Alvarado, Executive Director.
- C. If employee is confirmed positive for COVID-19 he/she is automatically quarantined from work for 14 days. This is considered a Level 0.
- D. Anyone working with that employee automatically becomes a Level 1. (Employee has had contact with a Level 0 which includes: Family/Friend/Co-Worker, and they are quarantined for 14 days.
- E. A Level 2 employee is an employee that has had contact with a Level 1 employee (Family/Friend/Co-Worker). No action is taken but their condition is monitored.
- F. Locations are closed, cleaned and disinfected for locations with a Level 0 or Level 1 employee.
- G. If employee is tested positive for COVID-19 RJ Alvarado will notify the Nueces County Health Department.

IV. EMPLOYEE REPORTS SOMEONE AT HOME HAS SYMPTOMS OR SOMEONE AT HOME HAS TESTED POSITIVE

- A. Employee's direct supervisor/ principal contacts RJ Alvarado, Executive Director, who will inform WOISD Central Office of the situation.
- B. Employee should be tested for COVID-19 and report the results of the testing to RJ Alvarado, Executive Director.
- C. If employee is confirmed positive for COVID-19 he/she is automatically quarantined from work for 14 days. This is considered a Level 0.
- D. Anyone working with that employee automatically becomes a Level 1. (Employee has had contact with a Level 0 which includes: Family/Friend/Co-Worker, and they are quarantined for 14 days.
- E. A Level 2 employee is an employee that has had contact with a Level 1 employee (Family/Friend/Co-Worker). No action is taken but their condition is monitored.
- F. Locations are closed, cleaned and disinfected for locations with a Level 0 or Level 1 employee.

V. EMPLOYEE HAS PROLONGED EXPOSURE TO SOMEONE WHO HAS TESTED POSITIVE OR HAS SYMPTOMS

- A. Employee's direct supervisor/ principal contacts RJ Alvarado, Executive Director, who will inform WOISD Central Office of the situation.
- B. Employee should be tested for COVID-19 and report the results of the testing to RJ Alvarado, Executive Director.
- C. If employee is confirmed positive for COVID-19 he/she is automatically quarantined from work for 14 days. This is considered a Level 0.
- D. Anyone working with that employee automatically becomes a Level 1. (Employee has had contact with a Level 0 which includes: Family/Friend/Co-Worker, and they are quarantined for 14 days.
- E. A Level 2 employee is an employee that has had contact with a Level 1 employee (Family/Friend/Co-Worker). No action is taken but their condition is monitored.
- F. Locations are closed, cleaned and disinfected for locations with a Level 0 or Level 1 employee.

WEST OSO ISD COVID-19 GENERAL GUIDANCE DOCUMENT FOR STUDENTS/STAFF

Do not allow students, staff, vendors, parents and guardians, or guests on-site if they:

- Are showing symptoms of COVID-19
- Have been in close contact* with someone who has confirmed or suspected COVID-19 in the last 14 days.

Staff will be trained in health and safety protocols for district/campus sites, including how to screen for symptoms, maintaining physical distance, wearing appropriate PPE, frequent cleaning and handwashing, and what to do if someone develops signs of COVID-19.

The district will communicate regularly with families and staff, and emphasize the importance of staying home when sick, physical distancing of six feet, and hand hygiene. All students, staff, volunteers, and guests must wear cloth face coverings in K-12 settings. One face mask will be provided to each student at the beginning of school. Any other masks needed will be the responsibility of the parents. Employees will provide their own masks.

The district will monitor student and employee attendance and absences, have flexible locally-determined leave policies and practices, and have access to trained substitutes to support employee absences.

HEALTH SCREENING AT ENTRY

Check for signs of illness for all staff and students at entry each day. For more information or options for temperature checking, see the CDC guidance. Staff and students with any illness must stay home. Ask the parents or guardians the following questions:

- Does your student have any of the following symptoms [on the first day after break or for a new student, please ask about symptoms in the past three days (72 hours)]:
 - A cough or Shortness of breath or difficulty breathing
 - A fever of 100.4° or higher or a sense of having a fever
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches or Nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
- Does anyone in your household have any of the above symptoms?
- Has your student been in close contact with anyone with suspected or confirmed COVID-19?
- Has your student had any medication to reduce a fever before coming to school?

The student must be excluded from school if the answer to any of the above questions is “yes.”

REDUCING TRANSMISSION

Physical Distancing Practice physical distancing (six feet) within each group of students as much as possible. Create space between students and reduce the amount of time they are close with each other.

MEALS

Meals will be provided in the classroom or in a socially distanced area with a six feet distance between students. Plates, utensils, and any other trash will be disposed of in accordance with CDC health guidelines.

HYGIENE PRACTICES

Students and staff will wash hands often with soap and water for at least 20 seconds. Students and adults should wash hands when they arrive at school, before meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing, and before leaving to go home. Help young children to make sure they are doing it right. If soap and water are not readily available, use an alcohol-based hand gel with at least 60 percent alcohol and preferably fragrance-free. Supervise use of alcohol-based hand gel by young children. Cover coughs or sneezes with a tissue, then throw the tissue in the trash. Clean hands with soap and water or hand gel.

CLOTH FACE COVERINGS

All students, volunteers, or guests must wear cloth face coverings at school. All students, staff, volunteers, and guests must wear cloth face coverings in K-12 settings. One face mask will be provided to each student at the beginning of school. Any other masks needed will be the responsibility of the parents. Employees will provide their own masks.

WEST OSO ISD CRISIS COMMUNICATION PLAN

IN THE EVENT OF A CRISIS, OUR IMMEDIATE CONCERN IS THE HEALTH AND WELFARE OF YOUR CHILDREN. PLEASE REVIEW THIS CRISIS COMMUNICATION PLAN CAREFULLY SO THAT YOU HAVE AN UNDERSTANDING OF THE DISTRICT'S RESPONSE SHOULD AN EMERGENCY OCCUR.

IN MOST EMERGENCIES, YOUR CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL THEY ATTEND. IN THE RARE EVENT OF AN EMERGENCY THAT PROHIBITS RE-ENTRY TO A SCHOOL BUILDING (SUCH AS A WATER MAIN BREAK OR A FIRE), STUDENTS WILL WALK TO THE NEAREST AND MOST APPROPRIATE LOCATION AND/OR BE TRANSPORTED VIA SCHOOL TRANSPORTATION. IN THIS UNUSUAL INSTANCE, PARENTS WILL BE NOTIFIED WHERE THEY CAN PICK UP THEIR CHILD(REN).

THE CHART BELOW LISTS CERTAIN TYPES OF EMERGENCIES, DEFINES THE ACTIONS THAT WILL BE TAKEN AND OUTLINES HOW THE SCHOOL DISTRICT WILL COMMUNICATE WITH PARENTS. FOR A BUILDING-SPECIFIC INCIDENT, ONLY THE PARENTS WHO HAVE A STUDENT IN THAT BUILDING WILL BE NOTIFIED; A DISTRICTWIDE ALERT WILL NOT BE SENT. SHOULD AN EMERGENCY OCCUR, **PLEASE DO NOT TELEPHONE OR COME TO THE SCHOOL.** IT IS ESSENTIAL THAT ATTENDING PERSONNEL BE UNINTERRUPTED IN DEALING WITH AN EMERGENCY SITUATION. WE HAVE PROVIDED SOME [IMPORTANT TIPS](#) ON HOW PARENTS CAN SUPPORT THEIR STUDENT AND THE SCHOOL DISTRICT DURING AN EMERGENCY. WE KNOW HOW STRESSFUL THIS CAN BE AND APPRECIATE YOUR UNDERSTANDING AND COOPERATION.

EMERGENCY CLOSINGS / EARLY DISMISSAL	EVACUATION	LOCKDOWN	SHELTER-IN-PLACE	PANDEMIC COMMUNICATIONS
<p>When regularly scheduled school days are cancelled, delayed or closed early due to weather or other emergency conditions, information will be available on the district website and Channel 36.</p> <p>The district emergency alert system also will be used to notify parents. Go to the district website at www.westosoisd.net to register for phone, email and/or text alerts. The time of announcements will depend on the storm or other emergency.</p> <p>Media outlets for school closing/delayed opening/early dismissal information are:</p> <ul style="list-style-type: none"> • KIII TV • KRIS TV <p>Information also will be posted on the district website and social media. Facebook @westosoisd.net</p>	<p>Used for certain emergency situations inside a school building. Students/staff walk quietly and quickly outside to a predetermined staging area away from the building.</p> <p>In the event that the building is not cleared for re-entry, parents will be instructed on where to pick up their child.</p> <p>Parents should not attempt to pick up children from evacuation site until advised to do so by school officials.</p> <p>Parents should follow instructions provided by email, voice and text alerts via the district's emergency alert system. The district will send out alerts as warranted until the emergency situation is resolved.</p> <p>In a districtwide emergency, information also will be posted on the district website and social media.</p> <p>Facebook @westosoisd.net</p>	<p>Used to secure school buildings and grounds during situations that pose an immediate threat of violence in and around the school.</p> <p>Students/staff remain silent and out of view of windows/doors in locked classroom. Law enforcement coordinates emergency response; no one is allowed to leave the building until the situation is declared safe.</p> <p>Students will not be released from school and parents should not attempt to pick up their children nor call or be present at school until/unless advised to do so by school officials.</p> <p>Parents should follow instructions provided by email, voice and text alerts via the district's emergency alert system. The district will send out alerts as warranted until the emergency situation is resolved.</p> <p>In a districtwide emergency, information also will be posted on the district website and social media.</p>	<p>Most commonly used in the case of a medical emergency or other emergency situations when hallways need to remain clear. Students and staff remain in classrooms continuing regular instruction until cleared to return to normal school day. May also be used in weather-related emergencies.</p> <p>In most instances, parents will NOT be notified when a "Shelter-in-Place" has been instituted, unless there is a clear reason to do so.</p> <p>If there is a reason for notification, parents should follow instructions provided by email, voice and text alerts via the district's emergency alert system. The district will send out alerts as warranted until the emergency situation is resolved.</p> <p>In a districtwide emergency, information also will be posted on the district website and social media.</p> <p>Facebook @westosoisd.net</p>	<p>Communications regarding pandemic situations will come directly from the Superintendent or the Superintendent's designee. These communications may include: school closures, specified instructions for students and/or employees, strategies to prevent the spread of disease, directions for instruction of students and services for special populations.</p> <p>Parents should follow instructions provided by email, voice and text alerts via the district's emergency alert system. The district will send out alerts as warranted until the emergency situation/pandemic is resolved.</p>

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

FFCRA Leave Administration Flowchart

Color Key
Orange = Employee obligations
Green = Employer obligations

Administrative Decisions for FFCRA Leave

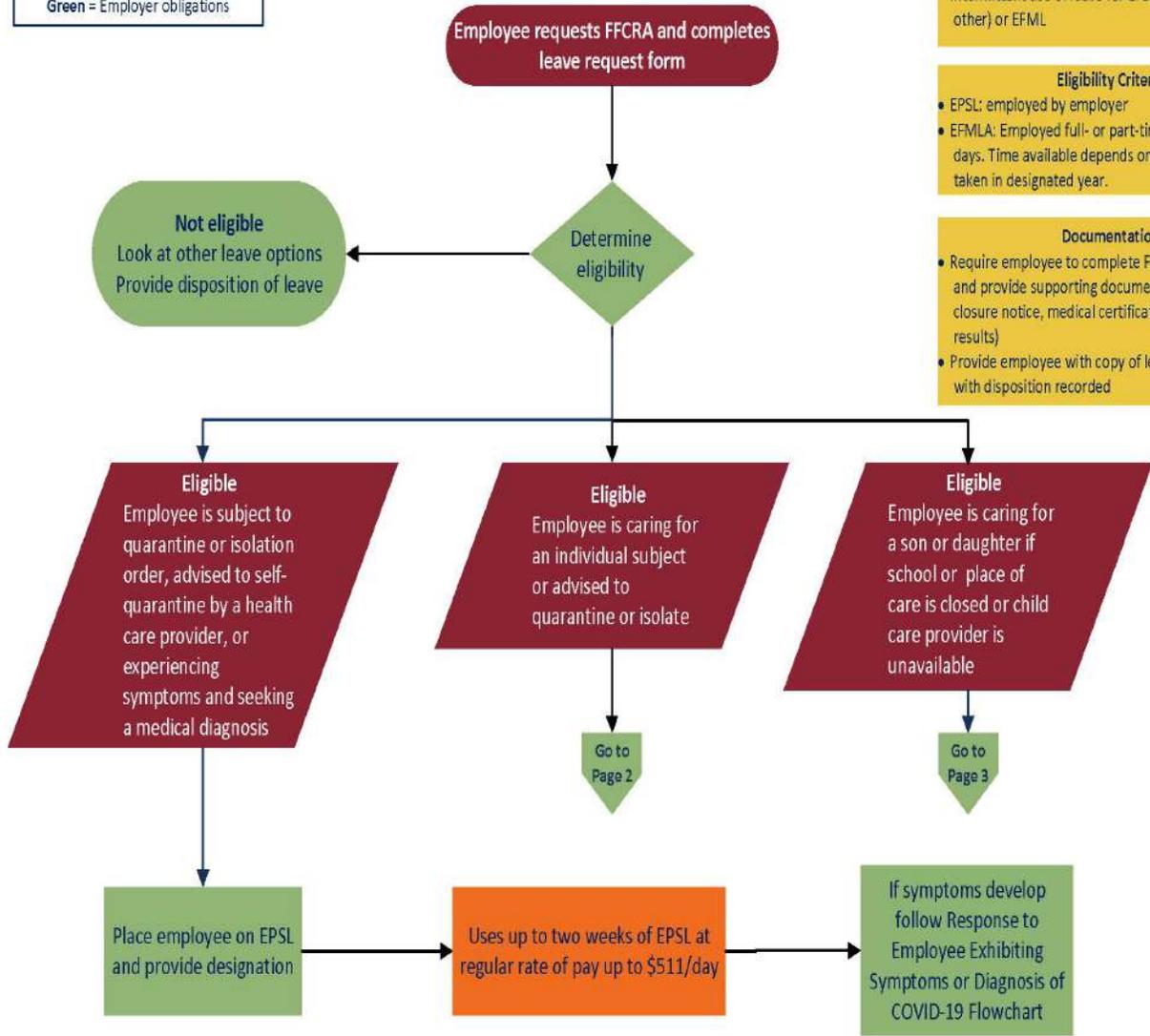
- Use of accrued leave concurrently with EFML
- Allow paid use of leave to supplement EPSL
- Intermittent use of leave for EPSL (care for child or other) or EFML

Eligibility Criteria

- EPSL: employed by employer
- EFMLA: Employed full- or part-time for 30 calendar days. Time available depends on amount of FMLA taken in designated year.

Documentation

- Require employee to complete FFCRA request form and provide supporting documentation (e.g., closure notice, medical certification, COVID-19 test results)
- Provide employee with copy of leave request form with disposition recorded



FFCRA Leave Administration Flowchart (continued)

Page 2

Employee is caring for an individual subject or advised to quarantine or isolate

Definition of Individual

- Immediate family member, someone who regularly reside in the employee's home, or someone whose relationship creates an expectation of care.

Place employee on EPSL and provide designation

Uses up to two weeks of EPSL at 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding supplementing EPSL or intermittent use of leave)

Returns to work when EPSL is exhausted or applies for other leave

FFCRA Leave Administration Flowchart (continued)

Page 3

Employee is caring for a son or daughter if school or place of care is closed or childcare provider is unavailable

Place employee on EPSL and EFML and provide designation

Uses EPSL (2 weeks) and EFML (10 weeks) and receives 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding concurrent use of leave, supplementing EPSL, and intermittent use of leave)

Returns to work when EPSL and EFML are exhausted or applies for other leave

Definition of Son or Daughter

- Employee's son or daughter (biological, adopted, or foster child, a stepchild, a legal ward, or a child whom the employee stands in loco parentis)

Leave Examples not Applicable to EFML

- School is closed during intercession
- Child is ill