



Human Resources
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To: Granite School District Employees
From: Patrick Flanagan, Human Resources Director
Re: GSD Emergency COVID Leave
Date: Effective 9/1/2023

Dear GSD Employees,

The district is following guidelines outlined by the CDC and Utah Health Department. This memo outlines below what to do if you test positive or have been exposed to COVID.

Individuals Who Test Positive (Isolation)

Individuals who test positive:

- The isolation period for employees who test positive for COVID is five days from the day you were tested.
- If you test positive for COVID, you must isolate and stay at home for five days from the day you were tested, even if you don't have symptoms or feel sick. Isolation is required regardless of whether you are vaccinated or boosted.
- You can leave your house after five days if your symptoms have improved (fever-free for at least 24 hours).
- You are encouraged to wear a mask around others for the five days after the time you were isolating at home.

Guidelines for Contract Employees Who Test positive for the virus.

1. Follow established leave protocol to notify your supervisor that you will be absent due to a positive COVID test and the date of the test.
2. If you are a classroom teacher requiring a substitute teacher, you will enter your absence into Frontline and use the reason "Quarantine/Isolation."
3. Complete the required COVID Sick Leave Form. Follow this link to locate the COVID Sick Leave Form. <https://www.graniteschools.org/hr/benefits/benefit-forms/>
4. Employees will use their accrued sick\vacation\personal & leave w/o pay options.
5. Positive COVID test results must be submitted to the Benefits Office at benefits@graniteschools.org or faxed to 385-646-4319. ***(Covid home kit test results are accepted.)***
6. In rare circumstances based on position, employees who are not experiencing COVID symptoms should consult with supervisors to assess possible remote work options.
7. Supervisors will be notified by email from benefit office of Covid leave dates.

Guidelines for Hourly Employees who test positive for the virus?

1. Follow established leave protocol to notify your supervisor that you will be absent due to a positive COVID test and the date of the test.
2. Complete the required COVID Sick Leave Form. Follow this link for the form.
<https://www.graniteschools.org/hr/benefits/benefit-forms/>
3. Hourly employees will be on leave w/o pay while out due to COVID.
4. Positive COVID test results must be submitted to the Benefits Office at benefits@graniteschools.org or faxed to 385-646-4319. ***(Covid home kit test results are accepted.)***
5. Hourly employees:
 - a. leave will be allocated based on hours normally scheduled to work.
 - b. not on a set weekly schedule will have leave allocated based off the average hours worked since the start of the school year.
 - c. hourly substitute teachers leave hours allocated will be based off a 6-month look back of average hours worked.
 - d. must stay within 29 hours or your normally assigned hours per week.
6. Supervisors will be notified by email from the benefit office of Covid leave dates.

Does this leave cover me if I have possibly been exposed? No, the details are below:

If you have **possibly been exposed** at work or at home, here are the guidelines:

Individuals Who Are Exposed and Current on Vaccinations (see definition below)

If you received a booster dose or a second dose of the Pfizer or Moderna vaccine within the last six months, or a Johnson and Johnson vaccine within the last two months:

- You don't have to quarantine. You may go to work and participate in activities outside your house.
- You should wear a mask for 10 days after exposure and get tested five days after you are exposed to make sure you are not positive and possibly spreading the virus to others.

Individuals Who Are Exposed and NOT Current on Vaccinations (see definition below)

If you are unvaccinated or have not received a booster dose, or a second dose of the Pfizer or Moderna vaccine within the last six months, or a Johnson and Johnson vaccine within the last two months:

- You should stay at home for five days from the day you were exposed to COVID-19.
- You may leave your house after five days as long as you don't have any symptoms but should wear a mask in public for another five days.

Employees are able to come to work with a mask during a quarantine time period, the decision to stay quarantined at home would require an employee to use their own sick/personal/vacation leave. If an employee doesn't have leave, they would need to take leave without pay.

Again, we ask you to be careful, especially at home and in social gatherings. We encourage you to stay home when you feel sick. We encourage you to be vaccinated if you have not done so already. For information on how and where to get a COVID vaccine, check out Granite District's COVID information page at the following link. <https://www.graniteschools.org/covid/>