



Coronavirus (COVID-19) FAQs for Staff (Part II) Updated September 2021

If I am informed that I have COVID-19, what are my reporting responsibilities?

Upon notification of a positive test, employees must contact their building administrator or immediate supervisor within the first hour of notification. If unavailable, please contact the COVID Response Team via phone at (201) 551-1174 **and** via email at crt@teaneckschools.org. Employees who test positive for COVID-19 will need to self-quarantine at their primary residence for a minimum of 14 days from the positive test. The district reserves the right to require staff to submit a negative COVID-19 test upon their return to work. In order to return to work, the employee will need to provide clearance from a medical professional to Human Resource Management at covidhealthdocs@teaneckschools.org prior to returning to work.

If I am informed that I have been exposed to COVID-19, what are the district's requirements with regard to reporting and taking time-off?

Upon notification of a positive test, employees must contact their building administrator or immediate supervisor within the first hour of notification. If unavailable, please contact the COVID Response Team via phone at (201) 551-1174 **and** via email at crt@teaneckschools.org. You should submit the test results of the person you came in contact with to Human Resource Management at covidhealthdocs@teaneckschools.org. If you cannot obtain the positive test results of the individual that you came in contact with, the official notification of the agency informing you of the exposure will need to be submitted. At this point, the district protocols and contact tracing procedures will be enacted.

What are the HR sick leave policies if I need to be out of work related to coronavirus?

Coronavirus is treated the same as any other illness. You may use your available sick or personal business days. Upon exhaustion of sick leave, unpaid family leave may be utilized. The Family Medical Leave Act provides for unpaid leave for a "serious health condition" to care for yourself or a family member. The New Jersey Family Leave Act is not available for your own serious illness, but only to care for a family member.





Will I be paid if I'm directed by medical professionals to self-quarantine due to exposure to someone who is symptomatic or tested positive for coronavirus?

Teaneck Employees will be paid their normal pay during the self-quarantine. If employees have jobs that can be performed at home, they are expected to do so. They should talk to their supervisors to make arrangements and clarify work assignments.

Do I apply for short term disability if my healthcare provider advises I stay home because I have COVID-19?

Employees who have COVID-19, or symptoms of COVID-19, or are advised to quarantine by a medical professional, may be eligible for short-term disability. Please note that you cannot receive pay or benefits from more than one program/law at a time (i.e. paid sick leave in conjunction with unemployment, disability, etc.).

A co-worker tells me they have been exposed to COVID-19 or have COVID-19. What should I do?

Inform your co-worker that upon notification of a positive test, employees must contact their building administrator or immediate supervisor within the first hour of notification. If their building administrator or immediate supervisor is unavailable, they should contact the COVID Response Team via phone at (201) 551-1174 **and** via email at crt@teaneckschools.org. You should not ask the employee health-related questions due to confidentiality and privacy laws.

For Supervisory Administrators: One of my Teachers informed me of positive test results for COVID-19. What is my responsibility?

You must notify the COVID Response Team via phone at (201) 551-1174 **and** via email at crt@teaneckschools.org. Additionally, you must send the employee the district COVID-19 Exposure Form. You may not ask the employee health-related questions due to confidentiality and privacy laws nor may you disclose any medical information about the ill employee with co-workers.

Is documentation required for an employee who has been sick to return to work?

If diagnosed with COVID-19, employees will have to be cleared medically to return to work. If the employee has questions about time off and/or leave policies, please direct that employee to Human Resource Management.

I am not sick but have been in close contact with someone who has been diagnosed with coronavirus. What should I do?



Employees must contact their building administrator or immediate supervisor within the first hour of notification. If unavailable, please contact the COVID Response Team via phone at (201) 551-1174 **and** via email at crt@teaneckschools.org, and submit the test results of the person you came in contact with to Human Resource Management at covidhealthdocs@teaneckschools.org. If you cannot obtain the positive test results of the individual who tested positive that you came in contact with, the official notification of the agency informing you of the exposure will need to be submitted. At this point, the district protocols and contact tracing procedures will be enacted.

I've been hearing about people who were in close contact with someone confirmed to have coronavirus. Who is defined to be a close contact?

According to the New Jersey Department of Health, a close (direct) contact is defined as: a) being within approximately six feet of a COVID-19 case of positivity for a cumulative period of fifteen minutes or more, within a 24-hour period. Close contact can occur while caring for, living with, visiting, or otherwise sharing a common space with a COVID-19 case of positivity; or b) having direct contact with infectious secretions of a COVID-19 positive individual. All health and medical related information will remain confidential, consistent with all HIPAA and applicable privacy laws.