

Return to the Workplace Guidance through June 30, 2020

Scottsdale Unified School District has developed guidance for employees based on the CDC, Department of Labor, Occupational Safety and Health Administration (OSHA), and the Arizona Department of Health Services Guidelines to limit and mitigate the spread of COVID-19.

Please do not report to work if you are sick. Continue to follow our usual procedures for absence reporting, and speak to your supervisor if you believe you may need a leave for a COVID-19 related reason.

When you are in the workplace please follow the following guidelines:

- Limit face-to-face contact with others, this is the best way to reduce the spread of COVID-19.
- Please practice Social Distancing. This means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
 - Stay at least 6 feet (about 2 arms' length) from other people
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or 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. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- We recommend that everyone wear a cloth face cover when possible.
- Keep your workspaces and equipment clean and disinfect frequently.
- Do not use other workers' phones, desks, offices, or other work tools and equipment, when possible.

Request for Leave/Extended Leave

Please self-monitor for signs and symptoms of COVID-19 and report possible exposure. If you are unable to work for an extended period of time due to a qualifying reason related to COVID-19 please use the following information and form to request a leave. All leaves should be sent to your supervisor who then sends the information to Alexandra Escalante, Human Resources Specialist.

US Department of Labor Leave Entitlements - this form includes qualifying reasons for leave related to COVID-19 and eligibility requirements.

[FFCRA Poster](#)

US Department of Labor fact sheet for employees-

[Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

SUSD Employee Request for Leave Under FFCRA Form-

Leave form is available upon request from your supervisor.