



Wisconsin Rapids Board of Education
Personnel Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

AGENDA

Sandra Hett, Chair
Larry Davis
Mary Rayome
John Krings, President

August 3, 2020

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: Immediately following the Educational Services Committee meeting, but not before 6:30 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Resignations
 - C. Academic Co-Curricular Position
 - D. Summer Swim Site Coordinator Position
 - E. Employee Handbook Revision
- IV. Updates and Reports
 - A. Co-Curricular Compensation
 - B. Employee Benefit Compensation
- V. Consent Agenda
- VI. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



Wisconsin Rapids Board of Education
Personnel Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

BACKGROUND

Sandra Hett, Chair
Larry Davis
Mary Rayome
John Krings, President

August 3, 2020

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: Immediately following the Educational Services Committee meeting, but not before 6:30 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments

The administration recommends approval of the following professional staff appointment:

Megan Fox	Location:	Mead Elementary
	Position:	Teacher (1.0 FTE)
	Education:	Bachelor's – UW La Crosse – December 2015
	Major/Minor:	Elementary Education/Special Education
	Salary:	\$41,500

The administration recommends approval of the following support staff appointments:

Alexcis Rehberg	Location:	District
	Position:	Marketing Work Experience for 2020-21 School Year
	Effective Date:	July 20, 2020
	Hourly Rate:	\$9.00

Jacob VanErt	Location:	Building & Grounds
	Position:	Youth Apprenticeship for 2020-2021 School Year
	Effective Date:	July 20, 2020
	Hourly Rate:	\$10.00

Tricia Joosten	Location:	Woodside Elementary
	Position:	Noon Aide (2.25 hrs/day)
	Effective Date:	September 1, 2020
	Hourly Rate:	\$12.82 (starting rate) / \$13.49 (after 60 days)

The administration recommends approval of the following non-represented staff appointment:

Brian Baumann	Location:	District
	Position:	Digital Media & Audio-Visual Coordinator (8.0 hrs/day)
	Effective Date:	August 13, 2020
	Salary:	\$60,000

V. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Adjournment

Addendum to Staff Employee Handbook Concerning Pandemic Workplace Protocols

The following workplace protocols will be in effect during the COVID-19 Pandemic. These mandatory protocols are designed to mitigate your exposure to COVID-19 in the workplace, but will not necessarily prevent you from nevertheless contracting the disease. The following protocols may be amended from time to time at the discretion of the District Administrator as COVID-19 guidance and recommendations continue to evolve and/or circumstances dictate.

1. BEFORE REINTEGRATION INTO THE OFFICE SCHOOL ENVIRONMENT THE STAFF PERSON WILL COMPLETE THE FOLLOWING SURVEY

- a. Timing of Completion of the Survey: The following ADA-Compliant Pre-Pandemic Employee Survey shall be submitted prior to your return to work. Staff who are working exclusively at home do not need to return the survey until immediately before they return to work. Please submit this form to the Director of Human Resources, Brian Oswald (*a separate document containing only this survey will be sent to you which can be filled out and submitted via email*).
- b. Purpose of the survey: The survey gives staff the opportunity to state whether they believe they are unable to physically return to work in the school district facilities for one of the reasons identified in the survey without stating which factor is the basis for their not wanting to return to work. Employees who believe they can physically return to the school district facilities (none of the factors identified prevent them from returning to the office) should check “no.” Note that other parts of this Addendum address circumstances under which staff are prohibited from returning to work in their traditional, physical work location within the school(s).
- c. Directions: Answer "yes" to the whole question without specifying the factor that applies to you. Simply check “yes” or “no” at the bottom of the page.
- d. Confidentiality: Your survey responses will remain confidential to the extent allowed by state and federal law. Only authorized key administrators and/or staff members will have access to your survey responses on a “need-to-know” basis.
- e. SURVEY:

In light of the COVID-19 pandemic, are you **unable** to come to work because of any one of the following reasons:

 - i. Schools or day-care centers are closed, and I need to care for a child;
 - ii. Other dependent care services are unavailable, and I need to care for other dependents;
 - iii. Public transport is sporadic or unavailable, and I am unable to travel to work; and/or;
 - iv. Either you or a member of your household fall into one of the categories identified by the CDC as being at high risk for serious complications from the pandemic influenza virus or COVID-19, and you are being advised by public health authorities not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant or other medical conditions; persons less than 65 years of age with underlying chronic conditions; or persons over 65).

Answer: YES_____, NO_____

2. STAFF SHOULD WORK AT HOME IF POSSIBLE

- a. Staff members who can, should continue to work remotely provided that you have made arrangements with your supervisor and your supervisor has authorized you to work remotely. Not every employee will be allowed to work remotely even if an employee believes that he or she can successfully perform work duties from home.
- b. Employees having productivity or technical problems when working at home should immediately discuss the problem with their supervisor and/or information technology staff. Working in the school district facilities may be one of a range of options considered to resolve the technical issues.

3. BEFORE ARRIVING AT WORK SITE (SCHOOL DISTRICT FACILITY, MEETING LOCATION, OFF-SITE LOCATION, ETC.)

- a. You are required to do all the following before arriving at the worksite, office, meeting location, school district, etc.
 - i. Talk to your supervisor about your work schedule: For those employees who come into the school district's facilities, flexible work hours and arrangements may be available or even required. Although the District retains the right to ultimately set your work schedule and hours, the District *may* take into consideration specific employee circumstances and/or requests on a case-by-case basis.
 - ii. Monitor your health: Employees should take their temperature and monitor their personal health prior to coming to the work site (office, meeting location, school building, etc.) and take the Daily Self Screening Survey(see below)
 1. **Employees must stay home if they exhibit any of the following symptoms in isolation or combination**: Fever of 100.4° F or ~~more~~*greater*, chills, cough, shortness of breath, sore throat, loss of sense of smell/taste; muscle ~~fatigue/body~~ aches, *headache*, nausea, vomiting, ~~or~~ diarrhea, *or fatigue* ***This is not a complete list of possible COVID-19 symptoms. For a complete list of COVID-19 symptoms, please monitor the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>***
 2. **Employees must stay home if they are diagnosed with COVID-19.** (see return to work in section 5, below). *CDC guidance for how long a person who has been diagnosed with COVID-19 should remain quarantined varies depending upon whether the person was symptomatic or asymptomatic and upon whether the person has a compromised immune system. For more information, please monitor the CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>*
 - iii. Stay home if an individual you reside with has COVID-19: Employees who are well, but have a family member or individual they reside with at home who is sick with COVID-19, must immediately notify their supervisor and stay home. Families First Coronavirus Response ~~Act~~*Emergency Leave (See Below)* or other staff handbook leave provisions (sick leave for example) may apply and be available upon request. If you do not wish to take leave and believe that you are able to continue to work from home, the District may grant such a request after taking all considerations into account on a case-by-case basis.
 - iv. Notify your supervisor if you are home sick: Employees should notify their supervisor and stay home if they are sick. Families First Coronavirus Response ~~Act~~*Emergency Leave* or other staff handbook leave provisions (sick leave for

example) may apply and be available upon request. (Additional information on how to access leave for your illness is contained in your employee handbook).

- v. Specific period of leave depending upon symptoms: Employees who have symptoms of respiratory illness must stay home and may not come to work until they are free of fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath, sore throat) for at least three days (72 hours) without the use of fever-reducing medicine AND ~~seven~~ **ten** days have passed since symptoms first appeared.
- vi. Specific period of leave depending upon exposure to COVID-19: Employees who have been exposed to a person with COVID-19 must stay home from work and self-monitor as set forth below.
 1. Consistent with current Wisconsin Department of Health Services recommendations, employees who are told they have a medium or high-risk exposure shall not physically report to work for 14 days during which time they should monitor for symptoms and/or fever. Employees must immediately notify their supervisor of such exposure and make arrangements to continue to work from home if the employee's supervisor determines that such a work-from-home arrangement is practicable.
- b. If an employee shares with the District that they have COVID-19 infection, the District will inform local health officials and notify fellow employees of their possible exposure to COVID-19 in the workplace. The District will maintain confidentiality as required by the Americans with Disabilities Act (ADA) and will not disclose the employee's identity or anything about the employee's illness with other staff members who do not have a "need-to-know."
- c. Individuals who are asymptomatic and have no knowledge of being exposed to someone with COVID-19 can attend work in person as scheduled, unless they have a possible travel exposure, subject to the other recommendations and requirements in this Addendum. Employees who choose to participate in non-essential travel are expected to practice social distancing. Those who do not practice social distancing during the non-essential travel should self-quarantine for fourteen (14) days and will not be eligible for any pay from the District. Employees may use accrued time off during this period.

4. UPON INITIAL ARRIVAL AT THE WORKSITE

- a. Employees who are experiencing any of the following symptoms must not enter the worksite and must instead return home. *[The following is not a complete list of possible COVID-19 symptoms, but rather are listed as examples. Districts should monitor the CDC's website for an up-to-date list of possible symptoms and modify the following list as they deem necessary.]*
 - i. Fever(**100.4 or greater**)
 - ii. ~~Chills~~
 - iii. Cough
 - iv. Shortness of breath
 - v. **Loss of smell**
 - vi. **Loss of taste**
 - vii. Sore Throat
 - viii. **Muscle Aches**
 - ix. **Headache**
 - x. Nausea, Vomiting, and/or Diarrhea
 - xi. **Fatigue**

- b. Employees who become ill with symptoms of influenza-like illness at work during a pandemic must leave the workplace. This means that, if you report when you are sick or experiencing fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath, sore throat, ~~chills~~), you will be directed to immediately go home.
- c. Engage prevention practices as set forth in section 6.

5. RETURN TO WORK

An employee who intends to return to work following a COVID-19 related absence (*after being in isolation because they were positive or on quarantine because they were exposed*), must (a) notify the District of the date he/she intends to return at least (2) work days in advance of the intended return date, and (b) submit with his/her request to return a doctor's *or Wood County Health Official's note* certifying that the employee is fit for duty.

6. IMPLEMENTATION OF PREVENTION PRACTICES IN THE WORKPLACE

- a. Social Distancing: As districts are aware, various local, state, federal authorities continue to recommend (if not require) that individuals stay home to the extent possible and if not, maintain at least 6-feet of physical space from other individuals. Consequently, districts may have to:
 - i. Face Coverings:
 - 1. Face coverings will be provided for staff and ~~it is recommended that they~~ ***must*** be worn if social distancing can't be maintained. Understand that ADA reasonable accommodations may be required for employees with disabilities that would restrict their ability to use face coverings.
 - ii. Travel:
 - 1. Employees who choose to participate in non-essential travel are expected to practice social distancing. Those who do not practice social distancing during the non-essential travel should self-quarantine for fourteen (14) days and will not be eligible for any pay from the District. Employees may use accrued time off during this period. ***The Wisconsin Department of Health Services provides a guide with recommendations if you are thinking of traveling.*** [Guidance on travel-related restrictions.](#)
- b. Sanitation and Hygiene
 - i. [The CDC has advised](#) that washing hands with soap and water is the best way to get rid of germs in most situations. Hand sanitizer may be used when hand washing with soap and water is not possible but should not be substituted when hand washing is possible. Employees touch many public surfaces on their way from home to the office ***school*** building and should wash their hands shortly after entering the office.
 - ii. Employees should try to avoid touching their eyes, nose, mouth, and face coverings with unwashed hands.
- c. Cleaning and Disinfecting:
 - i. ~~Districts must~~ ***WRPS will*** work with their maintenance and custodial staff to establish appropriate cleaning and disinfecting procedures and requirements.
 - ii. ~~Districts should also~~ ***WRPS will*** consider working with maintenance and custodial staff to improve air quality, filtration, and ventilation where possible.
 - iii. Employees to notify their supervisor of the need for cleaning staff attention to particular areas that appear to be unsanitary.
- d. Educate Employees on Additional Preventative Measures and Resources:
 - i. [Stop the Spread of Germs](#)
 - ii. [The Symptoms of Coronavirus Disease 2019](#), and [Stay Home When You Are Sick.](#)

- iii. CDC [communication materials](#)
- iv. District Inservice
- v. See below for additional materials

- e. ~~Additional Considerations. When considering operational decisions, districts should:~~
 - i. ~~Act as though symptomatic individuals have COVID-19 until they know otherwise.~~
 - ii. ~~Act quickly to prevent spread (implement containment and disinfecting measures immediately).~~

Staff DAILY Self Screening for COVID-19

Expectations:

- All staff reporting to the school building, or working with other staff, students or families are required to complete the questions below before coming to the school building or working with staff, students or families.
- All staff not able to come to work will be required to call in to their supervisor 90 minutes prior to your start time.
- Staff may provide medical documentation by a medical professional, public health, or the school nurse (only if asked to leave school) regarding the request to quarantine in order to utilize Families First Coronavirus Response Act (FFCRA) sick leave.
- Staff are responsible for complying with the **daily checklist***, and ~~maintaining personal documentation~~. Failure to do so will be considered insubordination, and could result in disciplinary action, up to and including termination. ***Maintaining personal documentation is still to be determined. Staff will sign and return a form to Human Resources before the school year begins acknowledging they will complete the daily checklist every day before coming to work.**

1. Do you have any of these symptoms that are new or unusual for you? YES/NO

(If Yes then you should contact your doctor and stay home and self isolate)

Fever (100.0.4 or greater)

Cough

Shortness of breath

Loss of smell

Loss of taste

Sore throat

Muscle aches

Headache

Nausea, vomiting, diarrhea

Fatigue

2. Have you been diagnosed with COVID-19? YES/NO

(If yes, you should remain home for 3 days after fever resolves and symptoms have resolved. This should also be 10 days after initial symptoms started). If you had tested positive but had no symptoms (asymptomatic) then you should remain in self-isolation for 10 days after the positive result.

3. Have you been in close contact with someone who has been diagnosed with COVID-19? YES/NO (If yes then you should home-isolate and monitor symptoms for 14 days).

4. Have you taken medicine for a fever in the last 72 hours? YES/NO

(If Yes you should remain on home-isolation and talk with your doctor).

Families First Coronavirus Response Act (FFCRA)

Employees may be eligible for the Families First Coronavirus Response Act (FFCRA) leave. Information from The Department of Labor (DOL) is available [here](#).

- A. *The FFCRA will provide employees allowable leave at either full- or two-thirds pay for up to 80 hours full-time employees (part-time employees are entitled to leave based on the average number of hours in a two-week period) which will not be deducted from an employee's current accrued paid time off if:*
- a. *The employee is a subject of a Federal, State, or local quarantine or isolation order related to COVID-19 (full pay eligible).*
 - b. *The employee has been advised by a health care provider to self-quarantine related to COVID-19 (full pay eligible).*
 - c. *The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis (full pay eligible).*
 - d. *Employee is caring for an individual subject to an order described in (a) or self-quarantine as described in (b) (two-thirds pay eligible).*
 - e. *Employee is caring for a child whose school or place of care is closed for reasons related to COVID-19 (Up to twelve (12) weeks and two-thirds pay eligible for ten (10) of the twelve (12) weeks).*
 - f. *Employee is experiencing any other substantially-similar condition specified by the secretary of Health and Human Service, in consultation with secretaries of Labor and Treasury (full or two-thirds pay eligible depending on circumstances).*
- B. *If an employee is not eligible for FFCRA leave or has exhausted FFCRA leave, an employee may:*
- a. *Telework if possible, reasonable, and approved or required by the Director of Human Resources.*
 - i. *Administrators would seek approval from the District Administrator and may also be required to work.*
 - b. *Use accrued paid time off, vacation, or other leave for which the employee is eligible to use under the circumstances.*

Sources and Workplace Education Posters

Sources:

- Wisconsin Department of Health Services <https://www.dhs.wisconsin.gov/covid-19/employers.htm>
- Equal Employment Opportunity Commission's Pandemic Preparedness in the Workplace and the Americans with Disabilities Act <https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>
- Equal Employment Opportunity Commission's "What You Should Know about COVID-19 and ADA Rehabilitation Act and Other EEO Laws" <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- CDC Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>
- CDC Workplace Decision Tree <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>
- CDC Childcare and Guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- CDC Reopening America Guidance https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- OSHA Guidance on Preparing Workplaces for COVID-19 <https://www.osha.gov/Publications/OSHA3990.pdf>
- OSHA Guidance Summary Document – Ten Steps All Workplaces Can Take <https://www.osha.gov/Publications/OSHA3994.pdf>
- WEDC website at: <https://wedc.org/wp-content/uploads/2020/06/COVID-19-GENERAL-Guidelines-ENGLISH-1.pdf>
- [U.S. Environmental Protection Agency \(EPA\) - Disinfectants;](#)

Workplace Education Posters Include the following (*these are hyperlinks*):

- [Considerations for High Risk Individuals to Wear and Remove a Mask](#)
- [Identifying the Latest COVID Symptoms](#)
- [Preventing the Spread of COVID](#)
- [Returning to Work after COVID](#)
- [Stay Home From Work if you are Sick](#)
- [Stop the Spread of Germs](#)
- [Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus](#)
- [Wash Your Hands for 20 Seconds](#)
- [What You Should Know About COVID to Protect Yourself and Others](#)