

Sept 1, 2020

Dear Staff:

As we all gear up to “Adventure Together” and make the new school year launch in an amazing way, we understand there is a need for clarification around when you “can” return to the building to work, and when you need to return to the building to work. I would like to provide you with that clarification.

It is the expectation that staff return to work in their regular worksite spaces on **Tuesday, September 8, 2020.**

Employees have the following options when it comes to reporting to work (see details below):

- a. Report to worksite and follow health protocols
- b. Report to worksite, following health protocols with agreed upon workplace accommodations
- c. Discuss remote work options with supervisor
- d. Take a leave of absence
- e. A combination of the above options, or
- f. Retire or resign

a. Report to worksite and follow health protocols

Please comply with health and safety protocols:

- Washing hands often
- Wearing face masks
- Covering coughs and sneezes
- Maintaining physical distancing of 6 feet
- Staying home when ill
- Sign-in procedures and attestation forms will need to be followed at the entry area of the main office daily

b. Report to worksite, following health protocols with agreed upon workplace accommodations

- If you request specific workplace accommodations beyond what you and your building/site administrator can agree upon, please contact the benefits office at benefits@everettsd.org in human resources to discuss options.
- Following your conversation with HR including your limitations, need for accommodations, length of accommodations and how you propose you will do your work with accommodations, HR will contact the administrator or supervisor to determine if the request for workplace accommodations is reasonable.
- If temporary workplace accommodations are reasonable, Randi Seaberg and the benefits team will work with you and your administrator or supervisor to draft a written plan.
- If there are no reasonable accommodations available, you may discuss other leave options as noted below.

c. Discuss remote work options with supervisor

If you request to work in an alternate space or continue remote work, that request is made through your administrator or supervisor and it will be reviewed following this protocol:

1. **Can the work be done in a remote setting?** If no, the request to work off-site (Work from Home (WFH), remote working locations) will be declined, and staff may work with HR to take appropriate leave.
2. If the answer is yes, then off-site work locations may be considered if one of the following criteria apply:
 - The employee is in a high-risk category per the Snohomish Health District guidelines.
 - The employee cares for/lives with another who is in a high-risk category per the Snohomish Health District guidelines and returning to the work site might increase their risk.
 - The employee has childcare constraints that do not allow them to return to the workplace. However, a remote work location (WFH) will allow them to complete their work during the regularly scheduled workday.
 - The worksite is unable to accommodate Snohomish Health District guidelines for social distancing.
 - The employee is sick, has been exposed to COVID-19 and is in quarantine, or has symptoms that preclude them from coming into the workplace or is caring for a family member who is sick, but they are able to complete their regular duties from home.
 - If remote work is approved, a written work plan must be developed between the employee and supervisor. Remote work plans are temporary.

Leave of absence

- Employees may request a leave of absence for part or all the school year. There are several types of leaves available to employees. All requests for leave of absence must be submitted to the benefits office (benefits@everettsd.org) in HR prior to the leave beginning.

Retire or resign

- An employee may choose to submit their retirement or resignation to the district.
- For some employee groups (i.e. EEA) if an employee has signed their contract they may not be released immediately until a suitable replacement can be found.

If you have any questions, please discuss them with your supervisor. Thank you for all you do!

We care about you! We are STRONGER TOGETHER!

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