



Hendry County School Board

Michael Swindle

Superintendent of Schools

P.O. Box 1980

LaBelle, FL 33975

Phone: 863-674-4642

Fax: 863-674-4105

MEMO

From: Michael Swindle

To: School Principals

RE: Employee COVID Sick Time for SY 2021/2022

Date: August 5, 2021

As we begin another school year, our School District will follow the procedures outlined below when dealing with employee sick time-off related to COVID.

1. Any employee that exhibits COVID related symptoms should remain home until they are fever-free for 24 hours without the use of fever-reducing medicine and original symptoms improved.
2. For an employee who is sick and gets tested for COVID (PCR Test Only):
 - a. The employee should remain home until the results of the COVID test are received.
 - b. If the PCR COVID test results are positive, the District will provide the employee paid time off for up to 10 days for each incident. The employee may return to work upon doctor/medical approval.
 - c. If the PCR COVID test results are negative, the District will provide the employee with paid time off for up to 3 days. The employee may return to work when they are symptom free (with COVID-like symptoms) for 24 hours.
3. For an employee who is sick and does not get a PCR COVID test:
 - a. The employee should remain home and return to work after they are symptom free for 24 hours.
 - b. The employee sick time will be charged for days missed from work.
4. For an employee who has a dependent child that has tested positive for COVID, or has been quarantined by the County Health Department:
 - a. The District will provide the employee paid time off to care for the child for up to 10 days, and the employee will not have to use the employee's sick time.
5. For an employee who lives at home with someone who is sick with COVID-like symptoms and/or who lives with someone who has tested positive for COVID:
 - a. As long as the employee is symptom free, they may continue to report to work. The employee should continue to monitor their symptoms.

The intent of these procedures is to assist our employees, in regards to COVID, throughout the 2021/2022 school year. Please continue to report all COVID staff cases to Melissa Thomley, in order to properly complete all required documentation.

cc: District Directors
Principals