



YOU HAVE TESTED POSITIVE FOR COVID 19, *now what?!*

STEP 1

LEAVE OPTIONS

- The WISD Board of Trustees approved a resolution granting five (5) Local COVID-19 Leave Days.
- COVID-19 local leave is paid leave to contract and non-contract employees when the employee is test-confirmed to have COVID-19. (*Home tests are not allowed for the COVID leave days*)
- In order for the employee's leave to be eligible, the employee **must** provide proof of a positive COVID-19 test for the employee **within two (2) days** of advising the District of the need for leave. Staff must submit a COVID Leave Request via the following link:

<https://forms.gle/8qD2BRv8LfrNAQPs7>

STEP 2

HR will review your COVID 19 information and make a decision if you qualify for the 5 day COVID 19 leave. It may take **UP TO 4 WEEKS** for your days to be replaced with the COVID 19 leave days.

You may return to work five days after your symptoms begin or 5 days from the day you tested positive. The day your symptoms first appeared or the day you tested is considered day zero. Day one of the 5 days of quarantine begins the following day from when your symptoms first appeared or the day you tested.

Staff who test positive for COVID-19 and want to return to work prior to the 5 days must either:

1. Obtain a medical provider's note clearing the individual for return based on an alternative diagnosis, though for health privacy reasons the note does not need to indicate what the alternative diagnosis is, or
2. Obtain an acute infection test that comes back negative for COVID-19. This may be done at the WISD Testing Center, your physician's office or any other testing site that offers an antigen or PCR COVID 19 test.