

1. Under newly updated *CDC guidelines*, individuals are no longer required to isolate based on close contact. You should continue to monitor your health and if you have any symptoms related to COVID-19, you should get tested immediately.
2. If you are feeling sick or having symptoms related to COVID-19, based on a close contact, you are strongly encouraged to get tested immediately and remain at home until you feel better. **You must enter your absence into AESOP as a sick day. Please be advised that after 4 consecutive sick days, you must provide a medical provider's note to return to work.**
3. Email your HR contact for assistance to enter and approve your sick leave in AESOP or to request support for other leave options, if sick leave has been exhausted.
 - a. 1033 members email lashonna.semedo@ppsd.org
 - b. Elementary teachers and clerks, admin and non-union with the last name M-Z email karen.lanzieri@ppsd.org
 - c. Secondary teachers and clerks, admin and non-union with the last name A-L email charlene.vela@ppsd.org

I am at work and I am starting to feel ill. My school nurse is sending me home to talk to my physician and get tested. What should I do? Do I lose a sick day?

You must use a sick day for this illness. Employees are no longer eligible for paid Quarantine days in PPSD. Call and/or Email your HR contact to obtain assistance to enter and approve your sick leave in AESOP.

- a. 1033 members email lashonna.semedo@ppsd.org (456-9100, ext.11221)
- b. Elementary teachers, admin and non-union with the last name M-Z email karen.lanzieri@ppsd.org (456-9100, ext.11222)
- c. High School teachers and clerks, admin and non-union with the last name A-L email charlene.vela@ppsd.org (456-9100, ext.11202)

Call your physician to report your symptoms and see if a test is warranted

Return to work when you are symptom free and released from your medical provider
For all PPSD employees (including PTU, 1033, 1339, and non-union) sick time will be discharged.

No, you may not work remotely during this time. Please take the time your physician has designated as recovery time to rest and recuperate from your procedure.

