

CLARE PUBLIC SCHOOLS COVID-19 LEAVE STEPS



IF any of these are true:

- You have COVID symptoms
- You are seeking a COVID diagnosis
- You have been ordered to quarantine by a healthcare provider or health department **due to close contact** with someone with COVID
- You have been ordered to quarantine by a healthcare provider or health department **due to COVID-19 concerns**
- Your child's school or place of care is closed



Follow these steps immediately:

1. Contact supervisor
2. Put absence request into WillSub
3. Go to www.clare.k12.mi.us - Staff Resources - Certification for Requesting COVID-19 Leave Form
* Only use the form located on the website, as it is the most up to date.
4. Email completed form to :
vdassay@clare.k12.mi.us

Helpful tips on filling out the form:

Form must be filled out completely!

- * Be sure to answer the first 3 bulleted questions.
- * Check only one qualifying reason per form.
- * “Sign” the form digitally by typing your name into the signature line.

Proper documentation must be provided... what would this look like?

- Reasons 1 and 2 - written quarantine order.
 - * If no written order, provide name of who issued the order.
- Reason 3 - provide actions taken and dates for each.
 - * Provide test results when received.
- Reason 4 - provide all information requested on the form and provide the written quarantine order.
- Reason 5 - provide all information requested on the form listed under Reason 5.
- Reason 6 - Not applicable at this time.

I completed the 4 steps on page 1 to request leave... now what?

- Supervisor and Central Office will coordinate (with health department if necessary) to determine appropriate length of quarantine or absence
- Supervisor and Superintendent will determine if telework is approved and expectations
- You will be emailed a follow-up letter indicating approval or denial of your leave request
- Vivian will adjust WillSub for the approved days to reflect the appropriate leave type