

January 13, 2021

Dear GCS Employees,

As you may know, the federal [Families First Coronavirus Response Act \(FFCRA\)](#) expanded the family and medical leave options the district was able to provide to its employees. This included up to two weeks of paid sick leave for reasons related to COVID-19, including a required quarantine.

The FFCRA was authorized to begin on April 1, 2020 and expired on Dec. 31, 2020. Since FFCRA expired, GCS implemented the State Contagious Disease policy (G.S. 115C-12(8)). This requires that we work with the local health department to verify employees who must be allowed to take paid leave in the event that the employee **a)** is required to quarantine or to seek a medical diagnosis related to COVID-19 and **b)** unable to work remotely during the quarantine period.

In order to qualify for the paid leave, employees must report potential exposure to their supervisor. The supervisor/district will notify the health department; which conducts its contact tracing process and determines if quarantine is necessary. If quarantine is necessary, Human Resources will receive verification from the Health Department and implement the paid leave.

It's important to note that though the federal leave act has expired, our COVID-19 protocols have not changed. Those who suspect they may have COVID-19, or who have a positive test result, or who may have been exposed to someone with COVID-19 may not come to work during the time that they may be contagious.

You may read the full protocol here: [GCS Protocol: Employee with COVID-19](#). Please also review the district's [contact tracing and communication protocol](#) and the [CDC guidance on when to quarantine](#).

Our goal remains unchanged – to keep our employees, our students and their families, safe and well, and to contain the spread of the virus to the greatest extent possible. Thank you for your continued efforts to help us reach this goal.

Sincerely,

Alan Hooker

Director of Benefits