

## Frequently Asked Questions for Butte School District Staff

### Q: What steps can I take to prepare myself against the transmission of COVID-19?

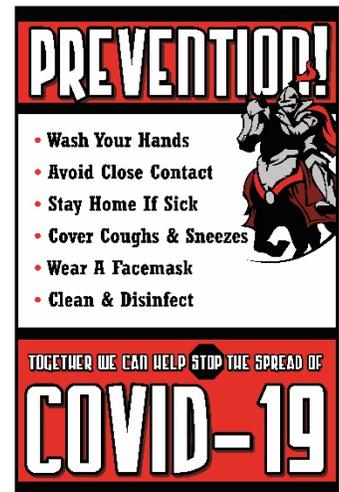
A. *The power to protect our educational community from coronavirus lies with each and every one of us. Please practice the following hand-washing and respiratory hygiene habits to protect yourself and those around you:*

- *Wear a face covering*
- *Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.*
- *Clean your hands by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60%–95% alcohol immediately after coughing, sneezing, or blowing your nose. Soap and water should be used if hands are visibly dirty.*
- *Stay home if you're sick.*

*Please see the CDC's guide for [preventing the spread of COVID-19](#) in communities.*

### Q: Where can I get more information on medical leave under the Families First Coronavirus Response Act?

A. *Information on employee rights under the Families First Coronavirus Response Act can found by accessing the Butte School District website at <https://www.bsdl.org/> or contacting the Butte School District Human Resource Department at 533-2506 or [haydenal@bsdl.org](mailto:haydenal@bsdl.org)*



### Q: Will the District know if someone has COVID-19?

A. *If a Butte School District employee is associated with a confirmed case of COVID-19, they would not need to worry about being a close contact unless they are contacted by the Health Department. Employees must know that once a person has been identified as a confirmed COVID-19 case, they are deserving of privacy and confidentiality. The privacy rule of the Federal Health Insurance Portability and Accountability Act (HIPAA) establishes national standards to protect individual's medical records and other personal health information. HIPAA still applies in a pandemic.*

**Q: I have tested positive or have been informed I am a close contact. What should I expect?**

*A. The Butte Silver Bow Health Department will get in touch with you and will start the protocol for quarantine/isolation and will start contact tracing. Staff confirmed as a close contact by the Health Department will be placed in quarantine for 14 days. Please report absences in Aesop and contact your administrator and Human Resource Office to get information regarding your absence. Please see the information on COVID-19 leave that is posted on the district's website <https://www.bsdl.org/>.*

*Staff who have tested positive will be placed in isolation for at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever reducing medication. In severe cases the isolation period could be up to 20 days. Please see the information on COVID-19 leave that is posted on the district's website <https://www.bsdl.org/>. Staff returning to work should provide a doctor's release to the Human Resource Office.*

*The Health Department will communicate with Butte School District to ensure cases are tracked and appropriate district individuals can be notified in a confidential manner.*

*If you are notified by an agency or an individual not associated with the Butte-Silver Bow Health that you are a close contact, please contact the Butte-Silver Bow Health Department immediately. The Health Department will confirm if you are a close contact.*

**Q: What is a close contact?**

*A. A close contact is someone who was within 6 feet of an infected person for at least 15 minutes, starting from two days before the onset of the illness. Close contacts of asymptomatic patients are identified as those who were close to the asymptomatic individual two days prior to a specimen collection that is positive, and until the time the patient is isolated.*

*A close contact can also be defined as:*

- ***Someone who took care of a person at home who is sick with COVID-19***
- ***Someone who had direct physical contact with the infected person (touching, hugging, kissing)***
- ***Someone who shared eating or drinking utensils with the infected person***
- ***Someone who is the recipient of respiratory droplets from the infected person, via sneezing or coughing***

*Once the Health Department is notified by the state that a person is confirmed as positive, the health department will work with that individual on isolation measures. The health department also works with that person to identify his or her close contacts. Then the health department works with those close contacts to quarantine and get tested. The identity of the person who tested positive is confidential and will not be released to others, not even those who are close contacts. When the Health Department reaches out to the close contact they just inform the person that they have been identified as a close contact by a patient but they*

*do not release the name. The individual who is confirmed positive may share with others if they choose.*

*If someone is associated with a confirmed case of COVID-19, that person would not need to worry about being a close contact, unless they are contacted by the Health Department and informed that they are a close contact. Secondary contacts and more remote contacts would not be contacted by the department and therefore do not need to take any action nor quarantine. They would continue to proceed as normal.*

*If you are notified by an agency or an individual not associated with the Butte-Silver Bow Health that you are a close contact, please contact the Butte-Silver Bow Health Department immediately. The Health Department will confirm if you are a close contact.*

**Q. What if a student in my in-person class tests positive for COVID-19?**

*A. Butte School District instructs anyone with symptoms to contact their health care provider or Southwest Montana Community Health Center. If someone tests positive to COVID-19, the Butte Silver Bow Health Department will contact the patient with additional information.*

*The Health Department will contact anyone that is considered to have been in close contact with the individual who tests positive. Anyone who has had close contact with the person will be contacted by the Butte-Silver Bow Health Department. The employee should not take any further action. Please remember that this information is considered confidential and should not be shared with the class or anyone else.*

*In the event that there is a positive test in your classroom your classroom will be closed off until the sanitization and disinfection is completed. If an empty classroom is not available that class or cohort may need to move to a remote learning environment until the disinfection routine is completed. All stakeholders will be notified as soon as possible in the event that we need to move to a remote learning environment.*

*In the event that one or more individuals become sick, and sufficient personnel is not available to continue with in person learning the class or cohort may need to move to a remote learning environment. All stakeholders will be notified as soon as possible in the event that we need to move to a remote learning environment.*

*The Health Department will contact anyone that is considered to have been in close contact with the individual who tests positive. A close contact is someone who was within 6 feet of an infected person for at least 15 minutes, starting from two days before the onset of the illness. Close contacts of asymptomatic patients are identified as those who were close to the asymptomatic individual two days prior to a specimen collection that is positive, and until the time the patient is isolated.*

**Q. Should I come to work if I feel ill?**

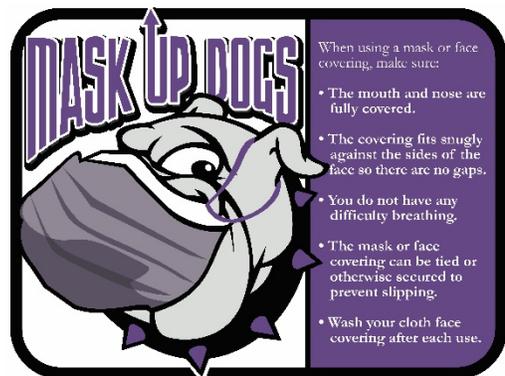
*A. You must stay at home and not come to work if you are ill. Please contact the nurse assigned to your building, they have a questionnaire that they will go through with you. This directive on face coverings complements other important community and self-protection measures which are to be consistently practiced by all faculty, staff, students, and visitors.*

*These Stop the Spread of COVID-19 measures include:*

- **Wear a face covering**
- *Self-monitoring for symptoms and staying home when ill and reporting to your supervisor any exposure to COVID-19 positive individuals*
- *Washing hands often and thoroughly*
- *Refraining from touching the face, eyes, nose, and mouth*
- *Practicing physical distancing*
- *Regularly cleaning and disinfecting surfaces*

**Q. Will face coverings be required while teaching?  
If so, will the District provide those?**

*A. Teachers and support staff will be provided a face covering and a face shield at no cost. They are available at your individual building. A face covering that covers the nose and mouth and chin are the preferred covering. A face shield may be used instead when social distancing of a minimum of 6 feet is strictly adhered when a staff member is providing instruction. However, once the teacher or support staff leaves the instructional environment, a face covering must be used. The face shield is only to be used at all times if there is a medical need and a special accommodation has been approved by Human Resources. Staff members who wish to use a face shield must also have a medical need and work with Human Resources.*



*Face coverings will be required in all outdoor spaces where physical distancing is not possible or difficult to reliably maintain.*

*Each District building will have on stock an ample supply of disposable masks that will be available to all district employees.*

**Q. Do I need to wear a face covering in my office?**

*A. For employees that are not public facing, protected by a partition, or can maintain six feet of physical distance from their co-workers, they do not have to wear a mask. However, if you walk into a high-traffic area, such as a public bathroom, another office, or attend a meeting, a mask must be worn. If you have a private office, you do not have to wear a face covering in your office but must put it on when you leave the office or when someone enters your office.*

**Q. I am a medically high-risk or immune-compromised employee, what accommodations can be made for in-person class participation?**

*A. Faculty and staff whose unique and individual circumstances require an exception to the face covering directive, as indicated by a medical or similar subject matter professional, may request one. Faculty and staff should contact Therese McClafferty [mcclaffertyta@bsd1.org](mailto:mcclaffertyta@bsd1.org)*

**Q. Does the District have the right to ask about symptoms, require me to stay at home and request medical documentation to return to work?**

*A. Employers are allowed to ask about coronavirus-related symptoms of employees under guidance from the Equal Employment Opportunity Commission (EEOC). During a pandemic, the District may ask such employees if they are experiencing symptoms of the pandemic virus. For COVID-19, these include symptoms such as fever, chills, cough, shortness of breath, or sore throat. Employers must maintain all information about employee illness as a confidential medical record in compliance with the ADA.*

*The CDC states that employees who become ill with symptoms of COVID-19 should leave the workplace. The ADA does not interfere with employers following this advice. Requests for medical documentation to return to work are permitted under the ADA.*

**Q. How can I learn more about the safety and cleaning measures in place for in-person learning environments?**

- A. Regular cleaning practices are being enhanced by physical facilities, including frequent cleaning and sanitization of high-touch areas such as door handles, railings and increasing cleaning staff.*
- A modified daily schedule has been implemented in order to properly clean and disinfect schools.*
  - Cleaner, hand sanitizer, and disposable wiping cloths are available for offices, classrooms, and common spaces.*
  - Traffic flow is being adjusted to reduce close contact.*

- *Plexiglass barriers will be available at each school contact your building administrator regarding these barriers.*
- *Physical distancing markers are placed around all buildings.*
- *Interior doors will be propped open during operational hours to reduce touchable areas.*
- *All buses will be equipped with disinfecting wipes or spray.*

***This is a shared responsibility. Please do your part to keep your spaces clean and to avoid sharing spaces and/or equipment.***

**CONTACT INFORMATION:**

**BSD #1 Human Resources: 533-2506**

**School Nurses Work Numbers**

- **Dot Warner: 533-2257**
- **Barb Brown: West: 533-2700, Kennedy: 533-2450**
- **Katie Yates: Hillcrest: 533-2850, Emerson: 533-2800, Margaret Leary: 533-2550**
- **Jennifer McEwen: East 533-2605, Whittier: 533-2890**

**Southwest Community Health Center 406-723-4075**

**Butte Silver Bow Coronavirus Hotline 406-497-5008**

**Butte Silver Bow Health Department 406-497-5020**

