



**COVID-19 ADMINISTRATIVE LEAVE PROCEDURES**  
(updated January 12, 2022)

**OVERVIEW**

As required by NM state legislature House Bill 2, school districts must provide emergency sick leave similar to the federal Families First Coronavirus Response Act (FFCRA) to employees. ZPSD has COVID-19 Administrative Leave Procedures effective until June 30, 2022 (or until a state or federal mandated COVID-19 leave act comes into effect) so that ZPSD employees may be approved for paid administrative leave under the following conditions:

- An employee (*vaccinated or unvaccinated*) who has tested positive for COVID-19 by laboratory testing (*copy of test result must be submitted*).
- An *unvaccinated* employee identified by NM Department of Health (NMDOH) or ZPSD Administration as being in close contact with a confirmed COVID-19 positive person within his/her household who needs to quarantine. NMPED defines a close contact as an unvaccinated individual who over a 24-hour period has a cumulative exposure of fifteen minutes or longer within 6 feet of a confirmed COVID-19 case with or without a face covering.

The information in this document is based on the January 11, 2022 NMPED COVID-19 Response Toolkit for New Mexico’s Public Schools. The toolkit can be found at: [NMPED\\_COVID19ResponseToolkit\\_PublicSch011122\\_PublicVersion.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2022/01/NMPED_COVID19ResponseToolkit_PublicSch011122_PublicVersion.pdf) (st [https://webnew.ped.state.nm.us/wp-content/uploads/2022/01/NMPED\\_COVID19ResponseToolkit\\_PublicSch011122\\_PublicVersion.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2022/01/NMPED_COVID19ResponseToolkit_PublicSch011122_PublicVersion.pdf)).

**\*\* Please note these procedures are subject to change as continued revisions come from the Governor’s Office, NMDOH or NMPED. \*\***

Definitions:

- COVID-19 **Symptoms** are defined as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

ONE SYMPTOM & COVID IS SUSPECTED	TWO SYMPTOMS & COVID IS SUSPECTED
<input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Olfactory disorder <input type="checkbox"/> Taste disorder <input type="checkbox"/> Confusion or change in mental status <input type="checkbox"/> Persistent pain or pressure in the chest <input type="checkbox"/> Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone	<input type="checkbox"/> Fever (measured or subjective) <input type="checkbox"/> Chills <input type="checkbox"/> Rigors <input type="checkbox"/> Myalgia <input type="checkbox"/> Headache <input type="checkbox"/> Sore throat <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea <input type="checkbox"/> Fatigue

<input type="checkbox"/> Inability to wake or stay awake	<input type="checkbox"/> Congestion or runny nose
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- COVID-19 **Quarantine** is defined keeping individuals who were in close contact with someone who has COVID-19 away from others. Close contacts with a confirmed case of COVID-19, should stay home from school, work, and other activities for 5 days following their last exposure. Exposed contacts should be tested for the novel coronavirus (SARS- CoV-2) at 5 days following the last exposure to a confirmed case. If the close contact has a positive result, isolation should be implemented as described above. For the first 90 days after a positive PCR or school-based BinaxNOW test, individuals who have had COVID-19 infections and who have completed their self-isolation periods, do not need to quarantine if they are a close contact of a COVID-19 infectious person. It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic, and should isolate and test immediately if symptoms develop. Individuals who have had close contact with a COVID-19 infectious individual are not required to quarantine if they meet the following criteria:
  - Are at least 18 years old and up to date with COVID-19 vaccinations as recommended by the CDC – including boosters.
  - Are under the age of 18 and have had both Pfizer doses.

It is recommended that the individual get tested for COVID-19 five days after exposure. The individual should isolate and test immediately if symptoms develop.

- COVID-19 **Isolation** is defined as the act of keeping someone who is sick or who tested positive for COVID-19 away from others by staying home from school, work, and other activities while infectious. Isolation should last at least 5 days after the onset of symptoms, and until fever-free for 24 hours without the use of fever-reducing medications, and experiencing improvement of symptoms. For people who never had symptoms, the isolation period is 5 days after the date their first positive test was collected. Vigilant mask wearing for 5 days after the isolation periods is also required. If someone has a severe illness or severe immunosuppression, the isolation period should be extended to 20 days. A negative test is not required to determine when to end the isolation period. Nor does a negative test end the isolation period. When in doubt, the New Mexico Department of Health should be consulted.

## **PROCESS**

COVID-19 administrative leave will only be paid for the regular work days for employees who fall into these categories:

### **Vaccinated Employees**

- 5-day period for COVID-19 isolation of a ***vaccinated*** employee who has tested positive for COVID-19.

*Vaccinated employees who are in close contact with a confirmed COVID-19 positive case, are experiencing symptoms and wish to stay home must use their own personal sick/annual leave until they can provide a positive COVID-19 test result. Once documentation of a positive COVID-19 test result is given, then the employee would qualify for COVID-19 administrative leave.*

### **Unvaccinated Employees**

- 5-day period for COVID-19 isolation of an *unvaccinated* employee who has tested positive for COVID-19.
- 5-day period for COVID-19 quarantine for an *unvaccinated* employee who resides in the same household of a confirmed COVID-19 positive person (has continuous direct exposure).

*Unvaccinated employees who are experiencing COVID-19 symptoms, wish to stay home and are waiting for test results must use their own personal sick/annual leave until they can provide a positive COVID-19 test result. Once documentation of a positive COVID-19 test result is given, then the employee would qualify for COVID-19 administrative leave.*

A request for COVID-19 administrative leave must be made in writing (through a COVID administrative leave request form), for a specified period of time, and directed to the immediate supervisor and then HR. All documentation must be submitted prior to approval of a COVID-19 administrative leave request. The Superintendent or the Superintendent's Designee is the final approver of COVID-19 administrative leave requests.

An employee who is on COVID-19 administrative leave will be required to work remotely unless he/she is seriously ill and are medically unable to conduct work activities. The employee must provide documentation from a healthcare professional stating that the employee is medically unable to work due to illness. The employee must coordinate work duties and schedules with their supervisor.

The Superintendent or Superintendent's designee shall request additional documentation for continuation of leave when necessary.

Employees are only eligible to receive District approved COVID-19 administrative leave once during the time period in which this policy is in effect. After an employee has been granted and has already used the District approved COVID-19 administrative leave once, he/she must use his/her own personal sick or annual leave if he/she needs additional time to recover from COVID-19.