



DeSoto Cares COVID HR Reporting Frequently Asked Questions

Q. What is expected of DeSoto ISD employees who come in close contact with someone who test positive or have a positive test?

A. Immediately report ALL COVID related close contacts and positive test results to HR and your immediate supervisor; Complete the **DeSoto Cares COVID HR Reporting** form; Provide supporting documentation or school/daycare closure documentation; Contact Human Resources if you have additional questions at benefitsdepartment@desotoisd.org.

Q. What is expected of DeSoto ISD Supervisors?

A. Follow the **District COVID-19 Protocol** by ensuring a CRT is completed for each employee and inform the employees to complete the DeSoto Cares COVID HR Reporting online form; Provide immediate guidance to ALL impacted employees by directing them to the District COVID-19 web page and to the HR department for additional Benefits or leave information; Ask questions if there are situations not covered by existing resources. Ensure all communication to employees are consistent with district policy and resolution guidelines.

Q. Who is eligible for the DeSoto Cares COVID Resolution Pay?

A. DeSoto ISD employees are eligible for the DeSoto Cares COVID HR Resolution Pay if they meet one of the five COVID related qualifications:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
 3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- or



DeSoto Cares COVID HR Reporting Frequently Asked Questions

5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;

Q. Who is eligible for the DeSoto Cares COVID Resolution Pay Reimbursement?

A. Employees who completed the online HR **Alternative Work Arrangement Form**; and received an HR approval email for COVID related absences; and used state and/or local days to cover absences between January 4, 2021 – January 28, 2021.

Q. What if I have not completed the online Alternative Work Arrangement Form and I would like to be reimbursed for my days?

- Visit the COVID-19 webpage on the district website. The page can be found here: [COVID -19 Reporting](#)
- Sign in using your firstname.lastname and your email password
- Select the **DeSoto Cares: COVID HR Reporting Form** button and complete the online form and answer the questions completely.

Q. Who is eligible for the DeSoto Cares COVID Resolution Pay?

A. Employees who complete the new online **DeSoto Cares: COVID HR Reporting form**; and receive an approval email for the following COVID related absences beginning January 4, 2021:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;



DeSoto Cares COVID HR Reporting Frequently Asked Questions

3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
or
5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19;

Q. What is the maximum number of days an employee can be out due to a Human Resource department approved mandated quarantine or isolation.

- A. An employee may be provided up to 80 hours or 10 business days away from work due to mandatory quarantine or isolation.