



Mr. Marcus Robinson, Superintendent of Schools • 3855 Lucas & Hunt Rd. • St. Louis, MO 63121 • www.normandysc.org

August 17, 2021

To: All Normandy Schools Collaborative Staff

From: Marcus Robinson, Superintendent
Sarah Jamison, Human Resources

RE: Return to School Guidelines

NSC has established two categories of leave for employees who are exposed to COVID-19 at work:

1. Use of NSC Special COVID-19 Leave – Employees who are identified as having close contact to an individual on campus who received a positive COVID-19 test result, and who therefore are asked to quarantine, will be provided with up to ten (10) working days of NSC Special COVID-19 Leave, which leave shall not be deducted from the employee's earned leave, if the employee meets the following requirements:
 - 1) The employee is fully vaccinated or recently began the vaccination process; or
 - 2) The employee has provided the requisite proof for an exemption; **and**
 - 3) The employee was determined to be in compliance with all NSC requirements to socially distance and wear a mask during the relevant exposure.
2. Use of Earned Leave – Employees who are identified as having close contact to an individual on campus who received a positive COVID-19 test, will be required to use their earned leave during the period of quarantine following such exposure under the following circumstances:
 - 1) The employee is not fully vaccinated or began the vaccination process; or
 - 2) The employee has not provided the requisite proof for an exemption; **or**
 - 3) The employee was vaccinated or began the vaccination process but was determined **not** to be in compliance with all NSC requirements to socially distance and wear a mask during the relevant exposure.

Availability of Vaccinations

Effective August 18, 2021, all NSC employees will have had the opportunity to be vaccinated. Therefore, all staff will have had the opportunity to establish eligibility for the NSC Special COVID-19 leave, as explained above. If you have not yet had your COVID-19 vaccination, a cooperative arrangement with Dellwood Pharmacy and Affinia Healthcare provides an additional opportunity for staff and students to get vaccinated. Although the COVID-19 vaccine is not mandatory at this time, it is an important protection and will entitle those who have been vaccinated or who have provided the requisite exemption to receive District paid Special Leave, subject to the requirements above.

Reporting Vaccination Status Information

NSC is collecting information on employee COVID-19 vaccination status for purposes of conducting contact tracing and assessing necessary exclusions in the event of any individual's close contact with a positive case on campus. Information on vaccine status will be kept confidential and will only be used for the purpose of contact tracing in the event of exposures. All employees are requested to complete the vaccination survey, including uploading our vaccination card or physician statement on or before August 31, 2021. You can access the survey via the link [Vaccination Status Survey](#). If you fail to submit your vaccination status by the August 31, 2021, deadline, you will be considered unvaccinated for future quarantine/exclusion purposes, unless or until the necessary information is provided.

If your vaccination status changes, please email HR@normandysc.org to alert HR that your status has changed, and your document is complete and uploaded.

Importance of Vaccination

The District **strongly** encourages vaccination for all eligible staff and students. Vaccination is a critical tool in keeping our staff, scholars, and communities safe and also has direct benefits to vaccinated individuals and their families, including not being required to quarantine after an exposure (if you are asymptomatic). Pursuant to the CDC and all local Missouri health agencies, low vaccination rates overall in the St. Louis area leave the community more vulnerable to sustained transmission and outbreaks.

Universal Masking

As you may already know, the St. Louis County Health Department now recommends universal masking in schools, regardless of vaccination status. In accordance with CDC guidelines and the St. Louis County Health Department recommendations, NSC now requires indoor masking for all individuals age 2 years and older including students, teachers, staff, and visitors regardless of vaccine status. Masks are recommended for large outdoor gathering where there may be close contact with others.

Mandatory COVID Test

Finally, the CDC recommends all staff (including those vaccinated) be tested for COVID-19, between August 18, 2021, and August 23, 2021, **with results received prior to students returning to school on August 25, 2021**. For your quick referenced, please refer the attached flyer regarding how to complete this required testing. **You must complete testing through Dellwood Pharmacy or Washington University. Washington University will provide testing August 18-20, 23. Dellwood Pharmacy will provide testing August 21 at the**

NSC Enrollment Fair. Information regarding testing times and locations will posted on-line and communicated to staff by Tuesday, August 17, 2021.

If you have questions about testing due to the fact that you have recently (within the past 3 months) tested positive for COVID-19, please email HR@normandysc.org.

If you are not vaccinated, you must submit for weekly testing for COVID-19. More information regarding NSC weekly testing times and locations will be forthcoming.

You cannot report to work on or after August 25, 2021, if you do not complete your COVID test. Failure to complete your mandatory COVID test by the deadline will result in being coded as unexcused and unpaid until your test is completed.

Daily Health Screenings

Before or when reporting to work, all staff must complete the on-line health assessment. If a staff member answers “Yes” to any of the screening questions, he/she should not report to work. More information will be forthcoming regarding access to the on-line health assessment.