FYI - IMPORTANT INFORMATION AND ANSWERS TO YOUR FREQUENTLY ASKED QUESTIONS!

EMPLOYEE LEAVES OF ABSENCE

- If you need to be out of work, please contact Alex Medlar at Ext. 11613 at least 30 days prior to the start of the leave or as soon as possible.
- A Leave of Absence Request Form must be filled out for any leaves lasting 5 days or longer. This includes absences using sick time.
- Employees are responsible for notifying their school of their absence and for following the established procedures to report their absence and secure a substitute.
- Human Resources (Alex Medlar) will work with you on the specifics of your leave throughout the process.

SUMMER EMPLOYMENT

- Summer positions have been posted on the DASD website. If you are interested, please click on the following link 2021 Summer Programs.
- You can register for the District ListServ to receive notifications of job postings. Once registered, you will be notified by email when postings change on our website. CLICK HERE to register now.

DAEA 2020-2021 EXCHANGE DAY INFORMATION

- Per Section 6.0 of the DAEA Collective Bargaining Agreement, “…the District shall offer one (1) day as a flexible In-service Exchange Day. Bargaining Unit Members are required to complete six (6) hours of professional development during the work
year as outlined in the school calendar. Any Bargaining Unit Member who fails to complete six (6) professional development hours by May 16, will lose pay equivalent to one (1) day per diem.”

- Please see the process for completing the 2020-2021 Exchange Day outlined below.
  1. Join the 2020-2021 Exchange Day Schoology Course *(this is the same course as last year; you only need to enroll if you did not enroll in the 2019-2020 course)*
     - Code: ZZ5Z-Q3PH-P9HF7
  2. Register for the 2020-2021 Exchange Day Frontline Activity www.dasd.org/frontline
  3. Explore options for completing the 2020-2021 Exchange Day
     - Google Teacher Training Center - https://edu.google.com/teacher-center/training/?modal_active=none
     - Nearpod Certified Educator - https://nearpod.com/certified-educator/
     - 2020-2021 Exchange Day Proposals

**DASD STAFF VACCINATION**

- DASD staff qualifying under Phase I of the state’s vaccination plan should have received an email to schedule their vaccination appointments. Phase I vaccine distribution will take place between March 12th and 20th at the CCIU. Please do your best to schedule outside of school hours, but if you are unable to do so, please work with your supervisor to coordinate coverage for your position.
- All DASD staff and contractors who registered for the Johnson and Johnson vaccine, but were not included in Phase I, are automatically included in Phase II. Phase II vaccinations are scheduled to begin April 5th and you will receive additional information as the date approaches.
- If you have any further questions or concerns, please contact Dawna Hankins (dhankins@dasd.org).

**TUITION REIMBURSEMENT**

- Visit the EAC to check your Continuing Education and see all of your submitted course information, including dates and credits received.
- All reimbursement requests **must be received by June 30th** for FY21. Please remember that the maximum credits allowed for reimbursement is 12 credits per fiscal year.
- Questions? Please visit our **Tuition Reimbursement page** on the DASD website or email Carol D’Andrea at cdandrea@dasd.org.

**RETIREMENT**

- Please remember that if you are retiring at the end of the school year, you will need to contact PSERS and schedule an **Exit Counseling Session**. You are responsible to call 888-773-7748 to schedule.
• For sick and personal day payments, you must also have an open TSA account on file with the Payroll Office prior to your last day of employment. Information on DASD’s 403(b) plan can be found by clicking here.

• DAEA members must give the District 60 days written notice before the effective date of the retirement (or resignation) per Section 5.25 of the Collective Bargaining Agreement. Bargaining Unit Members who retire at the end of the school year and provide 60 calendar days’ notice will have their health benefits continued until August 31. If you do not provide this 60 day notice, you forfeit the benefits listed in Section 5.20 Retirement, including, but not limited to, sick day payments, personal day payments, and benefit continuation.

• You can also find additional retirement information from PSERS on our Payroll Website.

THE PULSE ON POLICIES

PLEASE BE REMINDED THAT THE DISTRICT HAS POLICIES THAT YOU SHOULD BE FAMILIAR WITH, WHICH ARE POSTED ON THE DASD WEBSITE.

IMPORTANT DATES

- March 14th: Daylight savings time begins at 2:00 AM – REMEMBER TO TURN YOUR CLOCKS AHEAD 1 HOUR
- April 13th: DAEA deadline to submit retirement notice for last teacher day
- May 1st to May 31st: Open Enrollment for elections effective July 1st
- May 2021: Teamster Survey will be sent for Rollover/Payout of sick days for upcoming 2021-22 school year
- May 2021: DAEA Payroll Option Survey will be sent to elect pay option for 2021-22 school year
- June 4th: Retirement incentive paid to DAEA

CULTURAL EQUITY

Message from Justin Brown, Director of Diversity, Equity and Inclusion:

I hope you all are having a great week! Happy Women's History Month!

As we move forward as culturally competent district, filling up our classrooms and workplace positions with different races and backgrounds is only one step of this process. Inclusivity is equally important.

Below are 5 ways to be a more inclusive co-worker:

Watch your word usage- Watch words that could exclude others. Ex: “hey you guys!”

Amplify Other People’s Voice- Our office spaces can often be competitive, where everyone is looking to be heard. As a district, we should strive to be more supportive and team oriented. Did you hear your colleague say something? Did they get ignored? Use the power of your voice. Ex: I think Brittany had something to say. Ex: Can we bring this back to Brittany’s point?
Identify and call our exclusive behavior- Be an ally and provide commitment to inclusivity. Call out exclusive behavior and work to dismantle systemic oppression.

Connect with new people- This one seems easy but can be hard for some people. Say hi to someone you haven’t before. Sit next to someone you normally wouldn’t in a meeting. Our district is filled with amazing people.

Don’t Be Afraid to ask questions- Take slow steps, build relationships, admit when you are wrong, ask questions if you don’t know something. None of us are experts, but we can work together to become more inclusive.

***As we approach Autism Acceptance Month, please submit any lesson plans, highlights, pictures and district worthy AAM stories to jbrown@dasd.org for feature on district webpage and social media platforms.***

Our next Cultural Equity Task Force meeting is Mar 25th, 2021, 3:45-5:00pm. It is not too late to sign up for a CETF subcommittee. All are welcome, we have much work to do and we need everyone’s voice.

Click here for list of subcommittees and descriptions

Join Zoom Meeting
https://cciu.zoom.us/j/97721609256?pwd=RopwNndGa2JWeFcyZE5SSE5aNFazQT09

Meeting ID: 977 2160 9256
Passcode: 464200

LIVING WELL @ DASD

WELLNESS COMMITTEE UPDATE

- **Kindness Day** – During the week of April 12th, each building will select a day to highlight Kindness. We will be sending out Kindness Notes to each school to use to write a Thank You Note to another staff member. Look for more information coming from your building representatives as we promote Kindness to Staff and Students.

- **Wellness Day** – Each building will pick a day the week of May 24th to focus on Wellness. There will be planned activities that focus on Wellness for Staff and Students – more information to come over the next month.
JOIN THE FIX CHALLENGE!

You are invited to a Mindfulness in Action FIX, every Tuesday via Zoom, 4:30 – 4:45 pm. To join, register here (March 16th – May 18th). For each session you participate in, live, you get 1 point for your school. The building with the highest percentage of points at the end of the 8 weeks wins!

- Please note, you will be receiving emails as well as calendar invites directly from Prasada who present the Fix programs to assist you in taking advantage of these worthwhile programs.
- If you can’t make the session, a recording of it will be emailed to you. You can also find past session recordings and resources here.
- Can’t make it to the LIVE Zoom sessions? For each recorded session you watch, let us know at info@prasadawholebeing.com and you will get credit for your school.
- Feel free to invite a friend or family member to listen in!

VIRTUAL WELLNESS *Valuable health resources for you and your family- just a click away, updated every issue*

- **Finding Balance in a Digitally-Driven World** – a free webinar offered through Health Advocate on Thursday, March 18th. Click on your preferred time to register. 10:15 am (ET) 4:15 pm (ET)
- **Making Tax Returns Less Taxing** - a free webinar offered through Health Advocate on Thursday, March 25th. Click on your preferred time to register. 10:15 am (ET) 4:15 pm (ET)
- **Chester County Hospital** is offering free virtual wellness classes! **National Nutrition Month** is observed in March. Register to join The Truth about Weight Loss and other events by clicking here for the flyer and information on more topics to be covered over the next month.
- **A Resource for Better Wellbeing**: A monthly topic, poster and activity to promote your wellbeing can be found by visiting https://www.gallagherwellbeing.com/.
  - The monthly topic for March is **Heart Health**, also covering inflammation and food, how to get better sleep and a recipe for Rosemary-Scented Vegetable Stacks.
  - The first monthly topic focused on **Behavior Change**, which included an activity to Identify Your Strengths, with a link to University of Penn’s Authentic Happiness Questionnaire Center.
  - The second month focuses on **Emotional Wellbeing**, and discusses ways to build and strengthen your resiliency.
- **Eat right to counter the “Quarantine 15”** – a quick read on the Health Advocate Blog.
THE IMPORTANCE OF POSTURE AND ITS RELATIONSHIP TO BODY MECHANICS

With a return of warmer weather comes increased activity. Being aware of one’s posture and related body movement and flexibility will help to alleviate sore and potentially sprained or strained muscles. Visit the Colorado Comprehensive Spine Institute for helpful advice to improve posture and increase flexibility.

HAVE A HEALTHY, HAPPY SPRING!

HEALTH ADVOCATE

• A benefit for all employees, Health Advocate provides confidential counseling and the right support to help you work through personal issues. Health Advocate will also help if you need assistance with healthcare and insurance-related issues and/or billing issues. You can contact Health Advocate at 1-866-799-2691 or answers@HealthAdvocate.com. This free and confidential service is available to employees, their spouses, dependent children, parents and parents-in-law.

SWIFT MD-TELEMEDICINE

• As part of our medical benefit plan, the District offers SwiftMD, a telemedicine benefit, at no additional cost to you. With this benefit, you can consult with U.S. board-certified doctors over the phone or Internet, from your home, office, or on the road. These physicians can diagnose, recommend treatment, and submit prescriptions to your pharmacy of choice. SwiftMD can be reached at 877-999-7943 or www.myswiftmd.com. For an introductory video about the service, please click the following - Member video.

COVID-19 INFORMATION

VIRUSES DON’T DISCRIMINATE AND NEITHER SHOULD WE

Misinformation causes fear and anxiety. Sometimes this fear can result in stigma towards populations that people associate with a disease. Stigma hurts everyone by creating more fear or anger towards ordinary people instead of the disease itself.

You can help reduce stigma if you:
• Rely on and share trusted sources of information
• Speak up if you hear, see, or read misinformation
• Show support for impacted individuals and communities
• Click here to learn more about reducing stigma
SHOULD I STAY OR SHOULD I GO?

The following links provided by the Chester County Department of Health are geared towards students, but are also applicable for staff. They help to explain what you should do if you come in close contact with someone who is positive for COVID-19 or if you feel sick.

- Sent Home Sick (Symptomatic)
- Close Contact
- When to quarantine
- Flowcharts

**Health & Safety Checklist**

Before you start your shift ask yourself:

- Have I had any of the following symptoms during the past 24 hours?

Individuals are considered COVID-19 symptomatic if they have:
- At least one (1) symptom from Group A
- OR
- Two (2) or more symptoms from Group B

<table>
<thead>
<tr>
<th>Group A</th>
<th>1 or more symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever (oral: 100.4°F, axillary/temporal: 99.5°F)</td>
<td></td>
</tr>
<tr>
<td>Cough</td>
<td></td>
</tr>
<tr>
<td>Shortness of breath</td>
<td></td>
</tr>
<tr>
<td>Difficulty breathing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B</th>
<th>2 or more symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td></td>
</tr>
<tr>
<td>Congestion or runny nose</td>
<td></td>
</tr>
<tr>
<td>Nasal, or sinus, or throat soreness or irritation</td>
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</tr>
</tbody>
</table>

If you are not feeling well or you have symptoms listed above during your shift, please inform your supervisor that you need coverage and leave the building. Please contact Supervisor/Principal Nurse of the following in an email:

- Who you were in close contact with (Aides, Facilities, IT, Office Staff, Students, Teachers, etc.)
- Your base location and the areas you visited during your shift (Office, nurse, classrooms, buddy, restroom, kitchen, conference, etc.) Facilities staff will be notified to follow cleaning protocols.

Please remember: Close Contact is defined as exposure to an individual infected with the COVID-19 virus within 6 feet of the infected individual for 15 minutes or more cumulatively over a 24-hour period.

**DASD Staff COVID Guidelines to Protect Yourself and Others**

When you are sick, please stay home.

Know: “How” COVID spreads: Human coronaviruses spreads just like the flu or a cold:

- Through the air by coughing or sneezing;
- Close personal contact, such as touching or shaking hands;
- Touching an object or surface with the virus on it.

Steps to follow before you enter your work location & to follow during your shift:

1. Check your temperature; It should be LESS THAN 100.4 degrees oral. SEE OTHER SIDE FOR FURTHER INSTRUCTIONS.
2. Wear a face mask that will cover your nose and mouth. District or personal 2 ply mask must be worn in shared or common spaces in the buildings. Cover coughs or sneezes with sleeve or elbow.
3. Maintain social distance of at least 6- ft. Limit close contact and group sizes according to phase (based on current CDC Guidelines)
4. Wash hands often with soap and water for at least 20 seconds, Use hand sanitizer that contains at least 60% alcohol, if soap and water is not available.
5. Avoid touching your face, eyes, nose and mouth.
6. Avoid eating at the facility unless you do not need to enter work-related purposes. Avoid eating at other staff’s workspaces, where possible, and send documents electronically as often as possible.
7. Clean high-touch areas after use, i.e., copiers, doorknobs, sinks, etc. Disinfectant is provided to all staff.

Please remember: Close Contact is defined as exposure to an individual infected with the COVID-19 virus within 6 feet of the infected individual for 15 minutes or more cumulatively over a 24-hour period.
REMINDER – WEAR YOUR FACEMASK!