Every payday during the school year, the Human Resources Department emails this newsletter, titled ‘HReminders’, to all staff. It contains information pertinent to employment, benefits, wellness, payroll, and general HR information. At the top of each newsletter, you will find links so that you have quick and easy access to your paystub, your benefit information, prior issues of the ‘HReminders’, and frequently asked questions. Please be sure to read the newsletter, so that you are informed and knowledgeable.

**SOME HELPFUL GUIDANCE**

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 and if you feel sick.

- [Sent Home Sick](#)
- [Close Contact](#)

**TRAVEL AND COVID**

Any employee leave requests to PA DOH list of states or countries will be denied. If an employee travels to PA DOH list of states or countries, they will be required to provide a doctor's note to HR immediately upon return in order to return to work. Employees are expected to work from home if the position allows and is approved by the supervisor, until they receive a doctor's note.

**FFCRA LEAVE AND SUPPORT STAFF**

On days that you are going to be out, please enter an absence request in iSolved using the Misc. **without Pay** code with your total hours and FFCRA in the Notes box.

**403(b) LIMITS**

The IRS has announced that for 2021, the elective deferral (contribution) limit for employees who participate in a 403(b) will remain the same at $19,500 and the catch-up contribution limit for those aged 50 and over will also remain at $6,500. All employees of DASD, including part-time and substitutes, can participate in the 403(b) plans. Information on 403(b) or Tax Sheltered Annuities
and how to change your contribution can be found on DASD's website.  Click here for more TSA information.

**TUITION REIMBURSEMENT**

**IMPORTANT!** Failure to follow these guidelines may result in denial or delay of processing.

- Pre-Approval must be submitted at least two weeks prior to beginning of course.
  
  **DAEA:** All online courses require [pre-approval](#). Any course which is not attended entirely in person is considered an online course and must be pre-approved to be eligible for reimbursement.
  
  **Support Staff:** All courses require [pre-approval](#) to be eligible for reimbursement.

- Reimbursement is for tuition only. Do not include fees when completing the form. The completed tuition reimbursement form, signed pre-approval form, proof of payment showing cost of tuition, and grade received are all required when requesting reimbursement. Please attach all to an email and send to cdandrea@dasd.org.

REMINDER: Tuition Reimbursements for employees on leave will be processed when the employee returns to work.

**DELTA DENTAL TIPS**

Do you have a dental appointment coming up? Here's your [guide to returning to the dentist](#) during COVID-19.

**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](#). Generally, employment related policies are listed in the 300 section; however, there are also policies that you should be aware of in other sections.

**PSERS - STATEMENTS**

You should be receiving your annual PSERS statement over the next week, either via mail or by accessing the PSERS Member Services Portal. In order to access the member services site, you will need to pre-register, which requires your PSERS id. If you do not know your PSERS ID, you can call PSERS at 888-773-7748. [Click here](#) to access the PSERS Member Services Portal.

**EMPLOYMENT OPPORTUNITIES**

Available positions are posted on the DASD website. If you or someone you know is interested, please visit the District website at [www.dasd.org](http://www.dasd.org). Employment or click on the following link - [https://www.dasd.org/Page/2552](https://www.dasd.org/Page/2552). You can register for the District ListServ to receive notifications of job postings. Once registered, you will be notified when postings change on our website by email. [CLICK HERE](#) to register now.
CLEARANCES

Many of you are receiving emails regularly that your clearances need to be renewed. As a reminder, all PA school district employees are required to renew their clearances every five (5) years and provide copies of their renewed clearances to their employer for review. If your clearances have expired or will expire soon, please complete your clearances ASAP. Please refer to the information on our website, including links to all three registration websites and the required service codes. (Clearances can be sent to hr@dasd.org)

- There are three (3) required clearances: PA Child Abuse Clearance (Act 151), PA Criminal History Clearance (Act 34) and the Federal Background Check with Fingerprinting (Act 114, Employment Code 1KG6XN).
- Click here for Act 114 fingerprinting locations.
- Under Act 18, employees of public, private, and nonpublic schools, as well as independent contractors and their employees who work with schools, have until December 31, 2020 to renew their Act 114 FBI fingerprint-based background checks at an approved IdentoGO location. (PDE Fingerprinting FAQs)
- Staff without the appropriate clearances may be subject to disciplinary action.

LIVING WELL @ DASD

NEW WELLNESS OFFERING!

DASD has partnered with Prasada to offer a 9-month virtual wholebeing program to offer mental health support using mindfulness, stress management, and yoga for overall wellbeing. The FIX Programs offer support through weekly, 15-minute sessions on 4 topics delivered as 8-week programs via Zoom. Each session includes wholebeing practices to create healthy habits for mind and body. Our program kicked off on Tuesday, November 4. Our first topic is RESILIENCE!

REGISTER HERE - http://www.prasadawholebeing.com/downingtown-area-school-district-fix-programs

GRIN

Click here for the Fall edition of Delta Dental’s Wellness magazine – Grin.

IBC – RESOURCE FOR MENTAL HEALTH

Employees who elect medical benefits through DASD now have a new telebehavioral health resource from IBC. The program is called On To Better Health and it offers an online option as well as the option to talk to a behavioral health provider by phone or video chat. The confidential online program can help you improve your emotional well-being, manage everyday stress, and feel better with self-assessments, articles, videos, and personalized and guided therapy — 24 hours a day, 7 days a week. Click on this link for more information.
HEALTH ADVOCATE

Health Advocate is a service provided at no cost to you. The service is completely confidential and is available 24/7 to you, your spouse, dependent children, parents and parents-in-law. You and your eligible family members have unlimited access to highly trained experts who provide one-on-one support for a full range of healthcare, insurance-related, and personal issues. From finding doctors, making appointments, locating second opinions, reviewing health insurance coverage, and resolving medical bills, to helping with stress, relationship difficulties, financial concerns and substance abuse, your Personal Health Advocate or Licensed Professional Counselor will support you at every step. Check out this video to learn more.

- **Call:** 866.799.2728
- **Mobile App:** Health Advocate SmartHelp - for instant access to live help and all your Health Advocate programs!
- **Email:** answers@HealthAdvocate.com
- **Web:** HealthAdvocate.com/dasd

SWIFTMD — 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.

HEALTH & SAFETY CHECKLIST

Reminder – please do the self-assessment prior to coming into work.

The School Nurses will not take temperatures of staff members. Staff are recommended to keep a thermometer with them while at work.
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 he/she has:
- 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>Group B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or more symptoms</td>
<td>2 or more symptoms</td>
</tr>
<tr>
<td>Lack of smell or taste (without congestion)</td>
<td>Fever (Oral ≥100.4, axillary/temporal ≥99.5)</td>
</tr>
<tr>
<td>Cough</td>
<td>Sore throat</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Chills</td>
</tr>
<tr>
<td>Difficulty breathing</td>
<td>Muscle pain</td>
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<td>Fatigue</td>
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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/School 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, cubicle, restroom, kitchen, coverages, 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 coronavirus 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 covers 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 areas that you do not need to enter for work-related purposes. Avoid using other staffs workspace where able, and send documents electronically as often as possible.

7. Clean high touch areas after use, i.e.: copiers, door handles, 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.