A MUST READ EACH PAYDAY FOR NEWS FROM THE DASD HR DEPARTMENT.

TO VIEW PREVIOUS EDITIONS OF THE HRREMINDERS: CLICK HERE.
TO ACCESS YOUR PAYSTUB AND THE EAC: PLEASE CLICK HERE.
FOR THE BENEFIT ENROLLMENT SYSTEM: PLEASE CLICK HERE.
CLICK HERE FOR HR RELATED FAQs.

THANKSGIVING HOLIDAY

Please be aware that the District offices will be closed Thursday, November 26th and Friday, November 27th.

COVID-19 INFORMATION FOR TRAVELERS:

DASD will be following the new state issued requirements for travelers. Per an Order issued November 17th, 2020, the Wolf administration is requiring that travelers entering Pennsylvania from other countries and states, as well as Pennsylvanians who are returning home from other countries or states, have a negative COVID-19 test within 72 hours prior to entering the Commonwealth or quarantine for 14 days upon entry into Pennsylvania. Please read these FAQs regarding this Order which will take effect at 12:01 a.m. Friday, November 20th, 2020 and will be in effect until further notice. If you do voluntarily travel out of state, you will not be eligible for pay under FFCRA.

FFCRA—URGENT!

If you will need to utilize the Families First Coronavirus Response Act Leave, we need to hear from you as soon as possible. Please complete and submit the Request Form below. The FFCRA requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Pursuant to the Families First Coronavirus Response Act (FFCRA), eligible employees are entitled under the Emergency Family and Medical Leave Expansion Act (EFMLEA) to up to 12 weeks of partially paid, job-protected leave for specified reasons related to COVID-19. In order to request leave under EFMLEA, an employee must be employed for at least 30 calendar days prior to the leave request. These provisions are in effect from April 1, 2020 to December 31, 2020. Please select each of the posters below for more information on leave related to COVID-19.

FFCRA Request Form  FFCRA Poster #1  FFCRA Poster #2

ABSENCE TRACKING FOR DAEA AND SUPPORT

The following links provide directions for tracking your time if you are working from home, taking FFCRA, etc. Please take a moment to review the instructions as they pertain to you to be sure you
are entering your time appropriately. This information is vital as we need it to obtain coverage for our classrooms as well as to pay you properly.

- Click here for DAEA Instructions.
- Click here for Support Instructions.

**INCLEMENT WEATHER OR EMERGENCIES AND FLEXIBLE INSTRUCTION DAYS**

As the winter season approaches, all staff should know the expectations surrounding school closings, late openings, and early dismissals due to inclement weather or emergencies. This year, the District has been approved to use Flexible Instruction Days in place of snow days. Please click the following link for a detailed memo - CLOSING OF SCHOOLS DUE TO INCLEMENT WEATHER OR EMERGENCIES

**PAYROLL NOTES FOR PAYDATE 12/18/2020**

- Please approve all iSolved timecards by noon on Monday, December 7th.
- All other payroll items (paper timecards, timesheets, payroll correction forms, direct deposit changes, etc.) **must** be received by Wednesday, December 9th.
- Anything received after Wednesday, December 9th will be held for the January 1st pay.

**PAYROLL NOTES FOR PAYDATE 1/1/2021**

- Please approve all iSolved timecards by end of day on Friday, December 18th.
- All other payroll items (paper timecards, timesheets, payroll correction forms, direct deposit changes, etc.) **must** be received by Wednesday, December 23rd.
- Anything received after Wednesday, December 23rd will be held for the January 15th pay.

**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.

**EMPLOYMENT OPPORTUNITIES**

DASD is hiring! We need IT professionals (IT Tech, IT Senior Network Specialist, IT Desktop Engineer), Support Staff and Custodians. 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, Employment or click on the following link - 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.

**CULTURAL EQUITY**

The next DASD Cultural Equity Task Force Meeting is December 1st starting at 4:00p.m. via zoom.
LIVING WELL @ DASD

THANKSGIVING 2020 – TO BE OR NOT TO BE…TOGETHER

We are all wondering what is the right thing to do this year. Whether you have decided to gather family together or celebrate virtually, here are some ideas on how to make Thanksgiving safe and fun for all.

VIRTUAL WELLNESS CLASSES

Chester County Hospital is offering FREE Virtual Wellness Classes to support the health and wellness goals of our community. The classes cover a variety of topics including heart health, smoking cessation, breast cancer prevention and awareness, bone and joint health, weight and nutrition management, mental health and more. Click here for the Virtual Wellness Flyer.

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 with the topic of Resilience. Can't make it to the live session? All sessions will be recorded and fully accessible through the website. REGISTER HERE - http://www.prasadawholebeing.com/downingtown-area-school-district-fixprograms

WINTER WEATHER SAFETY TIPS

With winter weather expected hazards are on the rise. Slippery walking surfaces, slick driving conditions and cold temperatures will be present throughout the next few months. When these hazards exist, extra precautions should be taken to avoid injury. Click the following links for some tips.


MAINTAIN, DON'T GAIN THIS HOLIDAY SEASON

This holiday season, the only thing that should be “stuffed” is the turkey. Many Americans gain between 1 and 5 pounds each holiday season. While it might not sound like much, most people never manage to lose those extra pounds. You are invited to join the 14th annual Eat Smart, Move More, Maintain, don’t gain! Holiday Challenge. Rather than focusing on trying to lose weight, this FREE seven-week challenge provides you with strategies and resources to help maintain your weight throughout the holiday season. Click here to register.
DID YOU KNOW?

Health Advocate is for all DASD employees

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.

COVID-19 Information

The following links are provided by the Chester County Department of Health, please read and keep available for future use.

- **Sent Home Sick**
- **Close Contact**
- **Flowcharts**

Before coming to work, ask yourself: *Have I had any of the following symptoms during the past 24 hours? Please stay home if you are sick!*

<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>Cough</td>
<td>Headache</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Congestion or runny nose</td>
</tr>
<tr>
<td>Difficulty breathing</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Lack of smell or taste (without congestion)</td>
<td>Diarrhea</td>
</tr>
</tbody>
</table>

"COVID-19 Symptoms" is defined as having 1 or more symptom(s) in Group A OR 2 or more symptoms in Group B.