

DESOTO CARES



WHAT IS DESOTO CARES?

All district employees, contractual or non-contractual, salaried and non-salaried, who have been instructed NOT to report to work due to reasons related to COVID-19.

WHO CAN PARTICIPATE?

DeSoto Cares is a Locally-Developed Coronavirus Work Response Resolution, which allows district employees to continue receiving some of the benefits originally offered under the 2020 Families First Coronavirus Response Act.

WHAT ARE THE CRITERIA?

To receive additional paid leave without using state or local leave time based on one of the criteria below:

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

COVID Response Resolution

Approved Jan. 19, 2021



HOW DO I APPLY FOR BENEFITS?

If an employee meets at least one of the eligibility criteria, these steps must be followed:

- 1. Employee reports information to supervisor.*
- 2. The supervisor completes the CRT investigation form on the COVID-19 Dashboard.*
- 3. The supervisor will follow the steps on the COVID-19 reporting procedures document.*
- 4. The employee will complete the DeSoto CARES Form to request to work from home.*
- 5. The employee should schedule and obtain a COVID-19 test no later than 48 hours.*
- 6. The employee should submit test results to Human Resources immediately upon receipt.*



**Contact HR for
questions:**

BENEFITSDEPARTMENT@DESOTOISD.ORG

WHAT ARE THE BENEFITS?

Employees granted leave under this resolution will only be granted up to two weeks or 80 business hours unless authorized by an administrator and will receive 100% of their pay instead of the lesser amount directed under FFCRA.

WHEN WILL I KNOW IF I AM ELIGIBLE?

Once Human Resources receives the test results, and it is positive, a determination will be made whether, or not, the employee is granted the opportunity to work from home.

