

STILLWATER PUBLIC SCHOOLS

Independent School District No. 16

314 S. Lewis • Stillwater, Oklahoma 74074 • 405-533-6300

BOARD OF EDUCATION AGENDA

Striving for Excellence



Shaping the Future

STILLWATER PUBLIC SCHOOLS

BOARD OF EDUCATION

Mitsi Andrews..... President
Tim Riley.....Vice President
Dr. Camille DeYong.....Member
Ashley Moore.....Member
Melody Wright.....Member

Annette Jones.....Clerk
Jerica Dawson.....Treasurer

SUPERINTENDENT

Dr. Marc Moore

August 4, 2020

5:30 p.m. Special Meeting

Championing Academic and Personal Growth for Every Student

STILLWATER BOARD OF EDUCATION
August 4, 2020
5:30 p.m. Special Virtual and Physical Meeting
Stillwater Public Schools Administration Building
314 S. Lewis
Stillwater, OK 74074

Patrons can view this meeting via livestream at the following address:

<https://livestream.com/stillwaterschools/2020aug04>

This meeting will be conducted via videoconferencing, and at a physical location. Those present via videoconference will be:

Dr. Camille DeYong, Member for Ward 1
Tim Riley, Vice President and Member for Ward 2
Mitsi Andrews, President and Member for Ward 3
Melody Wright, Member for Ward 4
Ashley Moore, Member for Ward 5

Those present at the physical location of the meeting will be:

Dr. Marc Moore, Superintendent
Annette Jones, Minutes Clerk

This notice was filed with the county clerk on the 31st day of July, 2020, at 8:58 a.m. This notice was provided 48 hours in advance of the special meeting excluding weekends and state holidays.

5:30 P.M. SPECIAL MEETING AGENDA

1. Board of Education Call to Order and Roll Call
2. Consider and Vote to Approve Oklahoma School Safety Protocols on Instruction as Recommended by Oklahoma State Board of Education **(Action)**
3. Consider and Vote to Start 2020-2021 School Year with Distance Learning **(Action)**
4. Discussion on Ventilation as Part of the District's Return to School Plan and Guidelines **(Discussion)**
5. Consider and Vote to Waive First Reading and Vote to Approve Policy Revision for FDC-R1 – Attendance Policy (Regulation) **(Action)**
6. Receive Second Reading and Consider Approval of New Policy DECB – Leave Under the Families First Coronavirus Response Act **(Action)**
7. Vote to Adjourn **(Action)**

This agenda was posted on the inside of the front door (visible from outside the building) of the Administration Building (314 S. Lewis), and on the School District's website located at www.stillwaterschools.com on August 3, 2020, at 5:15 p.m. Notice of this special meeting was given to the Payne County Clerk at 8:58 a.m. on July 31, 2020.

STILLWATER BOARD OF EDUCATION



Annette Jones, Clerk



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Marc Moore, Superintendent
APPROVED BY: Dr. Marc Moore, Superintendent
DATE: August 4, 2020

AGENDA ITEM: 2

Consider and Vote to Approve Oklahoma School Safety Protocols on Instruction as Recommended by Oklahoma State Board of Education

BOARD ACTION REQUESTED:

Motion to approve Oklahoma School Safety Protocols

BACKGROUND INFORMATION:

The Oklahoma State Board of Education approved the Oklahoma School Safety Protocols with a recommendation (not mandate) to implement them at the local school district level. These protocols are designed to assist school districts in determining types of instruction (in-person, alternate, or distance) based on the spread of COVID-19 within a county, essentially closing or suspending activities and instruction as the coronavirus spreads and vice versa. This system aligns with the Oklahoma Department of Health's COVID-19 Alert System.

SPS's Return to School Plan and Guidelines related to daily operations exceed the health protocols and face covering requirements set forth in the Oklahoma School Safety Protocols.

These designations will be updated regularly based on updates to the Oklahoma COVID-19 Alert System and feedback from local health officials.



STILLWATER PUBLIC SCHOOLS SAFETY PROTOCOLS

SPS will adjust safety protocols at schools based on the Oklahoma State Department of Health's Alert System - designed to assess risk for COVID-19 exposure in counties across the state.

See this week's school-related map: <https://coronavirus.health.ok.gov/covid-19-alert-system>

SPS will make a school closure decision each Friday for the following week, notifying parents and staff that day. In cooperation with Stillwater Medical Center and Payne County Health Department, we will continue to monitor daily infection rates for potential spikes, and could adjust school closures during the week if necessary

OSDH ALERT SYSTEM LEVEL

INSTRUCTION METHOD

GREEN
<1.43
DAILY NEW CASES
/100,000

Traditional in-person, on-site instruction

YELLOW
1.43 TO <14.39
DAILY NEW CASES
/100,000

Traditional in-person, on-site instruction

ORANGE 1
14.39 TO <25
DAILY NEW CASES
/100,000

Distance Learning
Transition to distance learning in consultation with local and state health officials and the Oklahoma State Department of Education (OSDE).

ORANGE 2
25 TO <50
DAILY NEW CASES
/100,000

Distance Learning
Transition to distance learning until community transmission declines to Yellow Level or as advised by local and state health officials and the OSDE.

RED
50+
DAILY NEW CASES
/100,000

Distance Learning
Close all buildings to visitors and provide distance learning until community transmission declines to Yellow Level or as advised by local and state health officials and the OSDE.

Under all distance learning scenarios, students with disabilities who are unable to receive a Free Appropriate Public Education (FAPE) solely through a distance learning environment (as determined by the IEP team) may receive certain services at a school site that is closed or at an alternate school site or other location. Those students unable to receive instruction through distance learning, not to exceed 15% of students enrolled at a site, may receive certain services at a school site that is closed.

AT ALL LEVELS: FACE COVERINGS REQUIRED - 100% VIRTUAL LEARNING OFFERED



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Marc Moore, Superintendent
APPROVED BY: Dr. Marc Moore, Superintendent
DATE: August 4, 2020

AGENDA ITEM: 3

Consider and Vote to Start 2020-2021 School Year with Distance Learning

BOARD ACTION REQUESTED:

Motion to approve start of 2020-2021 school year with distance learning

BACKGROUND INFORMATION:

The Oklahoma School Safety Protocols recommended by the Oklahoma State Board of Education call for school districts to transition to distance learning once spread of coronavirus within a community exceeds certain levels. With the spread of coronavirus increasing across certain counties in Oklahoma over the last week, an expected increase in coronavirus cases in Payne County in the coming weeks, and the number of set activities a school district engages in and has the need to plan for during the first week of school, I am recommending the board of education start the school year with distance learning.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Marc Moore, Superintendent
APPROVED BY: Dr. Marc Moore, Superintendent
DATE: August 4, 2020

AGENDA ITEM: 4

Discussion on Ventilation as Part of the District's Return to School Plan and Guidelines

BOARD ACTION REQUESTED:

This is a discussion item only. No board action requested.

BACKGROUND INFORMATION:

Dana Renner, Asst. Superintendent of Operations, will report to the board of education on the district's ventilations systems, including but not limited to types of ventilation systems, maintenance, filter systems, district assessments, and recommendations.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Marc Moore, Superintendent
APPROVED BY: Dr. Marc Moore, Superintendent
DATE: August 4, 2020

AGENDA ITEM: 5

Consider and Vote to Waive First Reading and Vote to Approve Policy Revision for FDC-R1 - Attendance Policy (Regulation)

BOARD ACTION REQUESTED:

Motion to waive first reading and approve revised policy FDC-R1

BACKGROUND INFORMATION:

In response to the COVID-19 Pandemic and the implementation of virtual and distance learning during the 20-21 school year, Cathy Walker and the attendance committee reviewed the current policy, *FDC-R1 Attendance Policy (Regulations)*, related to student attendance and made the following recommendations.

The Oklahoma State School Board Association's attorneys provided a sample policy to assist school districts in reviewing and revising student attendance policies during COVID-19, and the committee implemented them, as applicable.

ATTENDANCE POLICY (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. **However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities.** ~~Thus, any absence from those classes represents an educational loss to the student.~~ The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

~~In accordance with the policy of the board of education, all students are required to attend each class a minimum of 90% of the time.~~

Absences

1. General

All absences, whether excused or unexcused, are counted in computing minimum attendance. When a student is absent, the parent or guardian should contact the school attendance office as soon as possible on the day of the absence. The school will attempt to contact parents who fail to call. Should there be no contact from the parent within two (2) school days, the absence will be unexcused. The school administration makes the final determination of whether an absence is excused. For any reference regarding medical absences, please see SPS Policy FFAA and FFAA-E1.

For elementary schools, the State Board of Education regulations require that students be in attendance at least two (2) hours in the morning and two (2) hours in the afternoon to be recorded present for the full day. Therefore, one-half (1/2) day attendance is based upon students being present at least two (2) hours either in the morning or afternoon session of the school day as determined by the school district. Students leaving school before 1:30 p.m. will be counted absent for one-half (1/2) day. In regards to secondary students, daily attendance is tabulated by class period basis.

2. Absences and Course Credit

All work or tests missed during an excused absence may be made up. Students have the same number of days to make up the work or tests as the number of days missed, unless the teacher grants additional time. No penalty shall be assessed against work made up for excused absences. The school administration makes the final determination of whether an absence is excused. It is the responsibility of students to initiate make up work and tests. Students absent at the time the test is announced shall have the same number of days to make up the test(s) as the number of days missed unless additional time is granted by the teacher. Students who are in attendance when the test is announced will be responsible for taking the test when returning, unless the teacher grants additional time.

Any exceptions to this procedure shall be limited to those exceptions made by the classroom teacher and the building principal.

ATTENDANCE POLICY (Cont.)

In order to receive credit for a course in grades nine through twelve or to be promoted to the next grade level in grades kindergarten through eight, a student must be in attendance at school a minimum of 90% of the time each semester. Exceptions to the attendance policy must be requested by the parent or guardian and shall be considered only with appropriate verification. Participation in school-sponsored activities during the regular school day will not be calculated as an absence for the purpose of this policy. Any student who misses ten (10) consecutive days will be placed "off roll" beginning the 11th day. Upon returning to school, the pupil will be returned to "on roll" status. (See Oklahoma State Department of Education, Standards for Accreditation, p. 116.)

Exceptions to the attendance policy must be requested by the parent or guardian and shall be considered only with medical or other related verification. State law requires that a school district excuse a student from attending school for the purpose of observing religious holy days if, before the absence, the parent, guardian, or person having legal custody or control of the student submits a written request for the excused absence. The school is to excuse the student for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.

3. Excused Absences

Excused absences include but are not limited to:

- A. Personal or family illnesses, substantiated by a doctor's statement or a parent's telephone call
- B. In-school appointments, i.e., with a counselor or nurse
- C. Medical or dental appointments with verification from the medical professional indicating the date and time of appointment.
- D. Legal matters, i.e., subpoenaed court appearances, service on a jury
- E. Extenuating circumstances determined by the principal to be an excused absence, i.e., funerals
- F. Observance of holidays required by student's religious affiliation
- G. Family business trips and educational trips prearranged by the parent
- H. Seniors will be allowed two (2) "college" days.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

ATTENDANCE POLICY (Cont.)

- a. The student has completed instructional activities for no less than ninety percent (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone.
- b. The student is on pace for on-time completion of the course as required by the school district.
- c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

4. School Activity Absences

Stillwater Public Schools' extracurricular activities attendance rules are guided by the Oklahoma Secondary School Activities Association and the Stillwater Board of Education. Therefore, students participating in a school activity on a school day must attend at least half a day in order to participate in the school activity.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes students from the classroom shall be ten (10) for any one class period each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. For all additional absences, the following criteria must be met:

- A. Students must have an overall G.P.A. of 2.5 or greater with no less than a "C" in any class.
- B. Students will be responsible for all missed make-up work. Failure to turn in make-up work according to building regulations could result in a student not being allowed any further activity absences.
- C. Students who have unexcused absences in the current year will not be considered for exception to this policy.

In keeping with State Department of Education guidelines, school-sponsored activities shall not be counted in the five (5) day limitation.

5. Unexcused Absence

Students who are absent with no legitimate reason will not be allowed to make up work for credit given in any class missed. A zero ("0") may be given in any class where grades are given during the unexcused absence. That grade will be reflected in the 9 weeks average for each occurrence (4 ½ weeks for high school).

Truancy

Leaving class without permission may be considered truancy. Students are truant when absent without the knowledge or approval of either the school or the parent, or if the parent does not compel the student to attend school.

ATTENDANCE POLICY (Cont.)

Students who are truant shall not have the opportunity to make-up any of the work missed. If students are truant in one or more classes they will not receive credit for work given for the classes missed and will receive a zero ("0"). This procedure shall also be in effect on semester (term at the high school) and 9 weeks' (4 ½ weeks at the high school) test days.

If students are absent without a valid excuse four (4) or more days or parts of days within a four-week period or 10 days within a semester, they are truant. The attendance officer shall notify the parent, guardian, or custodian of the student and immediately report the absences to the county district attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. In the case of Stillwater Public Schools, the reporting agency is the city attorney.

Once a decision to refer a student to the city attorney has been made, a municipal citation will be issued to the student, parent, or guardian with a date for a court date. On this court date, an intake meeting will take place at the city attorney's office and a resolution form will be developed which will identify the problems and what the family will do to correct the attendance concern.

Tardies

The policy for the time out of class will apply any time a student arrives after the bell has rung or leaves before the class period is complete. Tardies will be recorded each nine weeks (four and a half weeks at the high school). Tardy regulations may vary from school site to school site. Student handbooks should be consulted for details for each school site.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent (10%) or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Marc Moore, Superintendent
APPROVED BY: Dr. Marc Moore, Superintendent
DATE: August 4, 2020

AGENDA ITEM: 6

Receive Second Reading and Consider Approval of New Policy DECB - Leave Under the Families First Coronavirus Response Act

BOARD ACTION REQUESTED:

Motion to approve new policy DECB

BACKGROUND INFORMATION:

In response to the COVID-19 Pandemic, the federal government passed the Families First Coronavirus Response Act (FFCRA), thus providing protection for employees unable to work due to a qualifying COVID-19 condition. The leave provided under this policy is non-cumulative and expires on December 31, 2020, unless extended by federal authorities.

Stillwater Public Schools' attorney Karen Long reviewed the new Act and submitted a board policy for review to ensure the district complies with the law.

Administration presented the recommended policy regarding FFCRA to the board on July 23, 2020, for a first reading and on July 30, 2020, for a second reading. If approved, district actions and personnel will follow language presented in the policy.

LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

THIS POLICY SHALL BE IN EFFECT UNTIL DECEMBER 31, 2020 OR UNTIL THE EXPIRATION OF
SUCH LEAVE UNDER FEDERAL LAW

Under the Families First Coronavirus Response Act (FFCRA) employees of the school district are provided with additional paid and unpaid leave. This policy sets out the scope of that leave. As new regulations or guidance are issued by the Department of Labor regarding this leave, the district will comply with such guidance.

The leave described in this policy shall only apply to a district employee who is scheduled to work, but is unable to due to a qualifying COVID-19 condition. In the case that the district employee has been directed or approved to work remotely and can fully perform their job duties remotely, this leave will only apply if the employee cannot work remotely due to a qualifying COVID-19 condition.

The leave provided under this policy is non-cumulative and expires on December 31, 2020, unless extended by Federal Authorities. Employees entitled to leave under this policy do not have a property interest in such leave and the leave provided under this policy will not be paid out to the employee upon separation from the district, retirement, or at the end of their contract term.

COVID-19 Conditions

The following are COVID-19 conditions that may qualify an eligible employee for leave pursuant to this policy:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
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)¹;
5. The employee is caring for a son or daughter² whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19³;
6. Or the employee is experiencing any other substantially-similar condition specified by the U.S. Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Leave provided for qualifying individuals experiencing these conditions is described below.

Emergency Paid Sick Leave Act (EPSLA)

All district employees, regardless of length of employment, are eligible for limited paid leave under the Emergency Paid Sick Leave Act (EPSLA). An employee who is scheduled to work, but unable to work (or to work remotely if directed or approved) due to any qualifying condition listed above may request such leave. The employee will be required to apply for the Emergency Paid Sick Leave.

The amount of paid leave available to the qualified employee shall be determined based on whether the employee has full or part-time employment with the district. For the purpose of this policy, a full-time employee is defined as an employee that works 40 hours per week. The following leave amounts are available:

LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (Cont.)

- Full-Time Employees: 80 leave hours
- Part-Time Employees: A number of hours equal to the number of hours averaged over a two-week period.

Part-time employees who wish to take Emergency Paid Sick Leave should consult with Human Resources to determine the number of hours to which they are entitled.

Payments for Emergency Paid Sick Leave are capped as follows:

- For employees with COVID-19 related Conditions 1, 2, or 3: 100% of the employee’s regular rate up to \$511 a day (\$5,110 total).
- For employees with COVID-19 related Conditions 4, 5, or 6: 2/3 of the employee’s pay rate based on the hours the employee would otherwise be normally scheduled to work. Paid leave under this provision shall not exceed \$200 per day and/or ~~\$10,000~~ **\$2,000** in aggregate. The employee may supplement this leave with accrued leave up to 100% of the employee’s regular rate.

~~This leave shall be, with one exception, in addition to any other leave (including FMLA leave) made available by the district, provided that utilization of Emergency Paid Sick leave for purpose of caring for a son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 (COVID-19 Condition 5) shall count towards the leave provided in the EFMLEA section below. Employees are not required to use other accrued paid leave prior to using Emergency Paid Sick Leave.~~

This leave, with one exception, is in addition to FMLA and other leave. The exception is Emergency Paid Sick Leave approved for the purpose of caring for a son or daughter, whose school or place of care is closed, or child care provider is unavailable for reasons related to COVID Condition 5. COVID-19 child care-related leave counts toward the leave provided in the EFMLEA section below. Employees are not required to use accrued paid leave prior to using Emergency Paid Sick Leave.

Unless teleworking, employees who ~~being~~ **begins** taking paid sick leave related to COVID-19 conditions 1-4 or 6 above must continue to take paid sick leave until either (1) the full amount of paid sick leave is used or (2) the employee no longer has a qualifying condition for taking paid sick leave.

Emergency Family and Medical Leave Expansion Act (EFMLEA)

A district employee who has been employed for at least 30 calendar days is entitled to Emergency FMLA leave under the Emergency Families and Medical Leave Expansion Act. An employee who is scheduled to work, but unable to work (or work remotely if directed or approved) because they are required to care for a son or daughter whose school or place of care is closed related to COVID-19 (COVID-19 Condition 5 above), is entitled to partially-paid leave of twelve weeks, subject to the following conditions:

- The first two-weeks of Emergency FMLA leave shall be unpaid. However, the employee, at their discretion, may use accrued leave or Emergency Paid Sick Leave to supplement this leave up to 100% of the employee’s regular rate.
- For subsequent days, the employee shall receive 2/3 of the employee’s regular/usual rate of pay based on the number of hours the employee would otherwise be normally scheduled to work. Paid leave under this provision shall not exceed \$200 per day and/or ~~\$10,000~~ **\$2,000** in aggregate. The employee may supplement this leave with accrued leave up to 100% of the employee’s regular rate.

LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (Cont.)

The employee will be required to apply for the Emergency FMLA Leave.

Emergency FMLA leave runs concurrently with any FMLA leave available to a qualified employee. Therefore, an employee who has exhausted FMLA leave is not entitled to additional leave under the EFMLEA. Likewise, an employee who has used a portion of their FMLA leave will only be eligible for Emergency FMLA leave on a prorated basis. Employees are not required to use other accrued paid leave prior to using EFMLA leave.

Intermittent Leave

Eligible employees may request to use their available Emergency Paid Sick Leave or their Emergency FMLA leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:

- If the employee is teleworking:
 - *Emergency Paid Sick Leave:*
 - If the employee is unable to telework their normal hours due to a COVID-19 condition.
 - *Emergency FMLA:*
 - If the employee is caring for a son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19, and is unable to telework their normal hours due to a COVID-19 condition.

- If the employee is working from a district site:
 - *Emergency Paid Sick Leave¹ or Emergency FMLA:*
 - If the employee is caring for a son or daughter whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19, and is unable to telework their normal hours due to a COVID-19 condition.

Intermittent leave will only be provided in increments outlined in negotiated agreements or board policy and must be approved by the district.

Compliance with Federal Regulations and Guidance

It is the district's intention to comply with all federal law, regulations and guidance related to Emergency Paid Sick Leave and Emergency FMLA leave. In the event that the district's policy conflicts with federal law, regulations or guidance, the district will comply with federal law, regulations, and guidance.

¹An employee seeking leave for this purpose must have a genuine need to care for the individual, such as a relationship that creates an expectation that the employee would care for the person (i.e. immediate family member, roommate, or similar person).

²This definition encompasses the employee's own child, including biological, adopted or foster children as well as stepchildren, legal wards, or a child for whom the employee stands in *loco parentis*.

³An employee requesting leave based on this condition must certify that no other suitable person is available to care for the children for whom care is necessary and that no other person will be providing care for the children during the period for which the employee requests leave for this condition. This condition includes caring for a son or daughter over the age of 18 who is incapable of self-care due to physical or mental disability.

⁴Intermittent Leave is not available for employees working on site with COVID-19 conditions 1-4 or 6.