



## Self-Certification Verification and Communication Process



ALL staff Must Self-Certify no later than 8:15am unless you have entered a day off in Aesop. It is highly recommended that you self-certify at least an hour before your start time to have a better opportunity to schedule a sub.



HR will run the self-certification report every day at 8:30am to send it to Principals to verify that everyone has self-certified. This report will show who has received a  or  and who has not completed the self certification process.



The COVID-19/HR Liaison will follow up with anyone that received a  .



The COVID-19/HR Liaison will follow up with the Principal or Director regarding quarantines and return to work directives. Note: Only the COVID-19/HR Liaison can determine quarantine or return to work timeframes.