



COVID-Related Staff FAQs Marietta Public School August 4th, 2020

HUMAN RESOURCES

- 1. Must I take sick leave to stay home with my child who was exposed to COVID-19 but is not currently exhibiting symptoms?**

There are two options. Federal (FFCRA) leave provides up to 80 hours of pay at 2/3 the employee's salary, or an employee can use their fully paid sick leave. However, an exposed person is defined as "at a distance of less than 6 feet for more than 15 minutes when neither person wore a mask."

- 2. What is acceptable under COVID-19 leave?**

Federal COVID-19 leave, which pays at 100%, is for those who are diagnosed with COVID-19, have been exposed to COVID-19 or are caring for an immediate family member who has COVID-19. Additionally, an employee may receive 2/3 of their rate of pay if they are caring for someone who is subject to quarantine. See the Department of Labor's detailed Families First Coronavirus Response Act: Employee Paid Leave Rights info here:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

- 3. How will we be informed if we have been exposed?**

Employees who have tested positive for COVID-19 will create a list of those they have possibly exposed and provide that list to a supervisor. A supervisor will notify employees on the list about possible exposure. While this would ideally be done in person, it is possible that a supervisor may have multiple people who need to be notified in a short amount of time. In this instance, notification might be sent electronically via text or email in instances where an excess number of people must be notified.

4. Does being exposed to COVID-19 at work qualify me for workers' compensation, or must I use my own leave?

This typically would not qualify for a workers' compensation claim (just as the flu is not). COVID-19 leave or district paid (sick, personal) leave would apply.

6. Must all staff wear personal protective equipment (PPE)? How will this be enforced?

PPE is highly suggested, especially a face mask when you are unable to social distance. If the case count for our county begins to increase, a mask mandate may be put in place. Enforcement of this mandate would be required of teachers and administrators and will be treated like any other rule or mandate we are required to follow.

7. What will we do if we cannot fill a substitute position?

If we are unable to secure a sub for classes, we would cover classes by alternating planning period coverage, with teachers' aides or other school employees as appropriate. If the burden to cover becomes too great, we would close the site/school and use our distance learning model until more staff are available.

8. When will staff be informed if they have been exposed? Is it when an employee/student has been exposed to a positive test case, thus exposing the teacher and others OR when someone is exhibiting symptoms and sent home OR only when there is a positive test case?

Individual staff members will be notified only if it is determined they have been

personally exposed to someone who has tested positive.

9. If I am exposed to a person diagnosed with COVID-19, am I out for 14 days or may I return sooner with two negative test results? Or may I continue to work until I exhibit symptoms?

If you are exposed (less than 6 feet for more than 15 minutes with neither person wearing a mask), you would need to quarantine for 14 days, if after 14 days you are showing no symptoms, you may return to work. If at any point during or after 14 days you are exhibiting symptoms and test positive for Covid, you may return to work if you are symptom-free after 10 days or if you received two negative tests with 24 hours between tests.

10. Who, if anyone, will be allowed to work from home?

Some positions/job duties may be allowed to work from home if they are quarantined and/or feel well enough to work. Supervisors will make these determinations on a case-by-case basis. If you are allowed to work from home, you will not be charged leave.

11. What do I do if I have symptoms of COVID? (fever, chills, sore throat, cough, etc.)

If you are at work when symptoms begin, contact your supervisor and leave campus immediately. Go to the nearest clinic and get tested for COVID. The clinic will advise you on your next steps and issue you documentation that can be emailed to your supervisor.

If you are at home when symptoms begin, do NOT come to work. Contact your supervisor and go to the nearest clinic to be tested for COVID. The clinic will advise you on your next steps and issue you documentation that can be emailed to your supervisor.

If you have symptoms and have children that attend school, please keep your children home until test results can be confirmed and follow the advice of health officials before returning to school/work.

If you have symptoms, but test negative for COVID, please do not return to work until you are at least 48 hours symptom free. Medical documentation may be required.

12. What do I do if I find out I have been exposed to someone who is positive for COVID?

Don't panic and immediately report to your supervisor. There are a lot of different scenarios where quarantine is called for and many where it is not. We may contact local health officials to help us take appropriate action.

13. If my ability to be at work is affected by COVID, what documentation will I need to provide?

The health department or medical clinic that is involved in your COVID testing and/or contact tracing will provide you with a letter documenting the quarantine/isolation procedures they are requiring.

14. I'm worried about sick leave. What happens to my leave if I have to quarantine?

The Families First Act allows for an additional 80 hours or 2 weeks of leave based on specific COVID related situations. This leave is available to every employee and is in addition to the regular leave provided by the district. If your situation qualifies and can be documented, you would take COVID leave before any of your regular sick leave days. Once your COVID leave is exhausted, you would then be required to take your regular sick leave days. If all sick leave is exhausted, you would then be charged daily per the negotiated agreement. To the greatest extent possible, we will work with our quarantined employees by allowing them to work virtually from home. If you are allowed to work from home due to documented COVID exposure, you would not be charged for leave on these days. Working from home may not be feasible for every staff position and would be allowed only on a case-by-case basis.

15. I've heard that if we have a school closure, employees will be required to report to school. I have school aged children. What options will I have for child care?

If we have a school closure due to COVID, all employees will be required to report to the buildings to work. During a school shut down, we will be delivering quality distance education, making contact with students and families, sanitizing buildings, preparing & delivering meals, etc. Plans are being made to set up on-site child care for school employees who have to report during a school closure. This on-site child care would be facilitated by support employees who are not involved in other school operations. Child care could include an instructional component to help employee's children with their own individual distance learning.

16. What Personal Protective Equipment (PPE) is being provided to me by the district?

Cloth & disposable masks, disinfectant wipes, and sanitizing spray will be available. Individual PPE needs can be addressed on a case-by-case basis through your supervisor. The Governor has pledged to provide additional PPE for schools. Supply of

PPE is a concern; however, we have stocked up over the summer so we are able to meet the needs of our district for months to come.

17. I've heard the Governor is requiring teachers to be COVID tested monthly? Is this true?

This is new information that has been released without a lot of details established. The Governor has requested that a plan be developed by mid-August allowing teachers to be tested monthly.

18. What measures can I take to protect myself from exposure to COVID?

Follow CDC guidelines and talk to your primary care physician for information related to your individual health needs.

ELEMENTARY/SECONDARY SCHOOL OPERATIONS

1. What do I do if I cannot separate desks by 6 feet as stated in the return-to-school guidelines?

First, work with your site leaders to determine if there is any unnecessary furniture or other items in your classroom that can be removed and stored for the period of time that COVID continues to pose daily challenges. Once your floor space is as uncluttered as possible, arrange your students' desks as far apart from one another as possible, all facing the same direction. If the arrangement of desks does not allow for 6 feet of distance - and few will - seek the best possible, most distanced desk arrangement that you can. Remember, too, that social distance alone is not considered best practice. The more we can layer mitigation practices, the better the protection. This is why face coverings and hygiene are important to layer with social distancing.

2. Will all staff members and students have their temperatures taken each day upon entering the building?

Yes, all staff members and students will be temp checked as they enter the building.

3. How will we approach classes like PE, choir, band, FACS, etc. regarding mask wearing and safety?

As with all we will be doing at school, we will need to approach these classes with a sharp, sensitive eye to safety and limiting exposures. In developing lessons, begin with the end in mind by reviewing the OK Academic Standards in the appropriate subject area. Embrace this year's challenge as an opportunity to develop new units of study in collaboration with other teachers in your grade level configuration and subject area.

Fine arts performance classes are awaiting the final results of a scientific, peer-reviewed study conducted by a collaboration of arts organizations, led by the national organization, NFHS, to help inform teachers as they prepare to direct students in choral, band, and stage performance classes. If you are unaware of this study, speak to your principal for a link to the preliminary results of the study, released July 13, 2020. In the meantime, choral teachers should consider outdoor classes or moving indoors to a larger space that allows for greater distancing. While masks are not conducive to creating a beautiful tone, they will add protection to the students and teacher. In any case, take extra care in vocal music classes. Additional COVID-related information and articles on performance courses are available at:

<https://www.nfhs.org/articles/performing-arts-covid-19-resources/>

Physical education classes will need to take special care to honor expectations for student masks, as appropriate. Outdoor classes will be among the safest options possible, avoiding close contact games and sports as unnecessary situations for exposure.

Family and Consumer Science classes already have a strict code of hygiene associated with their curriculums. You are encouraged to seek guidance from the state Career Tech leadership through their COVID page:
<https://www.okcareertech.org/educators/family-and-consumer-sciences-education/covid-19-resources-for-educators/covid-19-resources-for-educators>

- 4. Will staff have to wipe down desks in between each class period? Will teachers have to sanitize their rooms between classes? How will we clean centers between rotations?**

Elementary: Every classroom will be provided additional sanitizing wipes, aerosol spray and/or paper towels and a squirt bottle cleaner. Teachers are encouraged to

wipe down desks and manipulatives when feasible throughout the day using this product. Custodians will also wipe down desks and tables in the evening. Custodians will refill squirt bottles in the evening. As often as possible, elementary teachers are expected to keep students in a general area of their own space. When students move to another space or area, their area should be cleaned prior to another student sitting there.

Secondary: As with elementary, secondary classrooms will each be furnished with sanitizing wipes, aerosol spray and/or squirt bottle of cleaner and paper towels. While it will be a burden, the safest situation for students will be for the desktops to be wiped between each class period. Teachers can work out a system that suits their class best. Having the student who is leaving the seat wipe it before leaving is the better option. Teachers should take time on the first day of school to teach their students how to wipe the desk without touching it (and thus leaving more germs than they clean).

5. Can teachers use Lysol and/or alcohol wipes?

Yes, teachers may use Lysol or Clorox Wipes to clean hard surfaces such as desks, tables, chairs and manipulatives. It is suggested to let Lysol set on materials a minimum of five minutes before using that area or those manipulatives.

6. Can students wipe down desks and tables?

It is ideal for teachers to wipe down desks and tables, when possible, especially in early childhood classrooms. Students may only wipe down their own desks.

7. Can students use classroom sets of books each hour?

It would be ideal to find another means for students to access the reading material possibly electronically through Google Classroom. However, if there is no other form of instruction that would work other than students reading from a hardcover book that has to be shared, it could be done. It would be wise to wipe down the books between classes just as you do with desks.

8. Can students work in small groups?

Yes, when in small groups, students should have on their masks and sit as far away from each other as they can while still working together.

EDUCATIONAL SERVICES

1. What do elective classes like band, Ag, yearbook, etc. do during remote learning?

Every class is different and will have to use the various resources they have. However, every teacher/class will be expected to provide instruction for students through Google Classroom if we transition to remote learning. When planning any lesson, you should first ask yourself “what is it I need students to learn, and how will I know they learned it”? Then consider that for a virtual environment. Think of ways you can share instruction either through video or through experiential learning, then think of ways students can demonstrate learning by possibly producing products or submitting examples of performances.

2. Can I stay home and teach my class virtually?

If we transition to remote learning, all teachers will be expected to report to their classrooms daily. They will need to prepare their online lessons, grade assignments and assessments, monitor student progress and provide reteaching and support for students on a regular basis. They will also have times they are expected to be collaborating with their team as well.

3. Is using the learning management system (LMS) our district has selected required for all teachers?

Yes, we will keep the process as simple as possible for both our students and our staff. Help is available through your grade level leaders/department chairs, our instructional coach, Tammy Sherfield, or your supervisor.

4. Will my technology equipment be sufficient for me to prepare remote lessons on our LMS?

In most cases, yes. If you have an equipment need beyond what is available to you, please discuss that with your direct supervisor.

5. What is my responsibility if one of my students tests positive for COVID-19?

Notify your principal immediately so they can follow district guidelines regarding contact tracing and notification. You will NOT notify anyone other than the principal as this would be a FERPA & HIPAA violation. If one of your students is absent, they will be required to complete their work via distance learning.

6. What if a child has hearing impairment or needs to see one's mouth while wearing a cloth face covering?

For certain individuals, face coverings others wear may cause greater difficulty in understanding. This can include students who are deaf or hard of hearing, students receiving speech/language services, infants and young students in early education programs, students with Autism Spectrum Disorder (ASD) and English language learners. If available, a transparent face mask may be a better option for protection that allows visibility for those students.

OTHER

1. When will the metrics required to close a class, school and district be shared?

We will take each scenario into consideration and rely on our local health officials for guidance on if or when to close a class, site or the district.

2. Whom should I contact if I have additional questions or concerns regarding COVID-19 and our district's plan?

Please contact your direct supervisor for more specific information.

3. How can parents help the district?

There are multiple ways parents can help:

- Donate hand sanitizer, disinfectant wipes, masks, no-touch thermometers and additional school supplies.
- Take your student's temperature on a daily basis prior to leaving the house.
- Keep students home if they exhibit any symptoms of any illness.
- Keep students quarantined for 14 days if they have been exposed to someone who has tested positive for COVID.
- Prepare with supplies and devices for remote learning if possible and feasible.
- Let your student's teacher or school know if you need assistance with internet access, devices or meals.
- Have masks or other appropriate face coverings available for your student to wear at school.
- Communicate any concerns directly with teachers and/or school leaders.
- Encourage your student to wear a mask, if feasible, to protect staff and other students who may be in the vulnerable population.
- Work with the school if they must change visitor protocols and the check-in/check-out processes.
- Cooperate with the State Health Department's COVID tracing process.
- Provide your student with their own water bottle and refrain from using water fountains in a traditional way. Water fountains will be available for bottle refills.