



FREQUENTLY ASKED QUESTIONS SCHOOL RE-ENTRY PLANS

Teachers & Staff
Updated 2/12/21

FAQ CATEGORIES:

- GENERAL/HR – #1 - #6
- HEALTH & SAFETY – #7 - #15
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GENERAL/HR

1. What is the start date for classroom instruction?

All teachers and teacher types (including any support staff required for daily activities) will return to their respective schools effective February 22.

2. What is the start date for Central Office employees and school administrators?

Central Office employees never stopped reporting to their respective physical locations. Certain employees were allowed to work a hybrid alternative schedule. This hybrid schedule is voided effective February 22. All Central Office employees are required to return to their pre-pandemic work schedule/location.

3. Is Families First Coronavirus Response Act (FFCRA) leave still available?

No. The FFCRA paid sick leave and expanded family and medical leave expired December 31, 2020.

4. If I am ill or need to take off of work for COVID-19 isolation, what do I do?

The employee will follow SCS Policy 4026 and the school-based absence reporting protocols when requesting to take a sick or personal day. If an employee is off more than three days, a doctor's note may be required.

5. What do I do if I am ordered to quarantine due to school/work-related contact tracing?

The employee who is ordered to isolate will work remotely when applicable. Supervisors will provide next steps on work assignments.

6. If an employee has concerns regarding returning to work due to an underlying health condition, what are the options where on-campus work is necessary?

Please be assured that we are providing the following health and safety measures:

- Performing temperature screenings throughout the day for employees and visitors
- Using social-distancing techniques, such as staggered shifts, workspace reorganization, restricted in-person meetings (encouraging virtual meetings) and limited customer/visitor volume
- Offering personal protective equipment (PPE)

- Enhanced cleaning techniques and considering additional cleaning measures
- Assessing and implementing appropriate engineering controls (*e.g.*, exhaust or ventilation systems, physical barriers or partitions, installation of sneeze guards for employees/visitors, etc.)
- Encouraging employees and students to stay home when they are sick

Since classroom instruction/supervision of students is expected to be performed in person, the work must be performed on site. If the employee cannot return to the workplace and the employee's position must be performed on campus (due to supervision of students or other job-related functions that can only be performed on campus), then the supervisor/HR will work with the employee to look at other possible options.

HEALTH & SAFETY

7. What are the social distancing requirements in schools and District offices?

At schools and in Central Office buildings, we will be expected to practice social distancing to the extent practicable. Schools will be utilizing all available classroom and learning spaces and making necessary modifications to help ensure social distancing to every extent possible. While social distancing may be challenging at times in smaller buildings or where there are very large student and/or employee populations, additional safeguards will also be in place for all buildings, such as daily health screenings, face masks for all students and staff and hand sanitizer access. Social distancing signage and floor decals will be displayed prominently throughout all schools and buildings. We will also be limiting interactions of classes and employees and discouraging all group gatherings, as well as limiting visitor volume.

8. What are the protocols for building cleanliness?

Operation Deep Clean (ceiling-to-floor cleaning and disinfection) was completed in all buildings following the District closure. Custodial teams and janitorial service partners also clean and disinfect high-touch areas daily. Higher frequency cleaning/service will occur daily as follows:

- a. Cleaning and disinfecting restrooms
- b. Cleaning and disinfecting high-touch hard surfaces
- c. Replacing and replenishing all restroom dispensers and materials before empty (including soap, paper towels, tissue)

9. Are all employees required to wear masks?

Face masks will be required for all staff, students and visitors in all buildings when school begins. (A face shield is an accommodation for those who are unable to wear a mask for medical reasons.)

10. What is the process for screening staff and visitors upon arrival?

COVID-19 screening questionnaires and temperature checks will occur daily for staff upon arrival at each Central Office location and school. Staff and/or visitors, including vendors, with a body temperature exceeding 100.4 degrees will not be allowed to enter or remain in the building. Staff will not be allowed to return to work until written documentation for clearance is received by the employee's immediate supervisor from a health care provider or local health department official.

**Any individual who is unable to leave immediately will be directed to a designated isolation area. Building administrators will be notified when an individual has a positive screen.*

11. What will happen if a student or staff member tests positive for COVID-19?

When a school experiences exposure to the virus, the District will consult with public health officials to determine if the school needs to close completely or if a portion of the school needs to be blocked off for deep cleaning. When schools close, all students will learn virtually on the device provided to them with Microsoft Teams and their classroom teacher. Principals will advise teachers and parents of the daily virtual learning schedule should the school have to close. Teachers will provide live instruction each day, provide and grade assignments, etc., just as they would in a regular school day.

12. If you or someone who comes into the building has tested positive, how do you report this?

Employees can use the SCS self-reporting email: SCSSelfreport@scsk12.org

13. Will all staff and students be tested for COVID-19 before returning to buildings?

No, but all students and staff will need to complete the COVID-19 questionnaire and temperature screenings before entering the building daily and will be expected to adhere to all requirements, including social distancing measures and wearing masks.

**While the District is not requiring all employees to be tested prior to returning to work, it is strongly encouraged that every employee consider getting a COVID-19 test before returning to work. Even if you have never experienced symptoms, there continue to be reported cases of individuals who do not exhibit symptoms but test positive for the virus.*

14. Where can SCS staff go to get COVID-19 testing? Is testing free?

View all COVID-19 testing locations in Shelby County [here](#). Employees may also contact their primary care provider for COVID-19 testing. **Testing is not available at the SCS Family Care Center.*

15. Will I be covered under my SCS Cigna plan if my family or I get COVID-19 or have to go for testing?

Yes. Your Cigna insurance will cover diagnosis, testing and treatment associated with COVID-19 through April 21, 2021. **If the date is extended longer, we will keep employees informed.*

INSTRUCTIONAL

16. If there is an outbreak and schools have to close, what is the plan for continued instruction? Will students remain with the teacher they had in the school building?

In the event of an outbreak, students will continue to receive a combination of synchronous and asynchronous instruction from their assigned teacher of record through the use of Microsoft TEAMS on their electronic device.

17. What are the expectations for teachers the week of February 22-26?

Teachers and school staff will return on Monday, February 22. Monday and Tuesday, February 22-23, will be asynchronous learning days for students, meaning teachers will take attendance on Teams to begin the day and then provide assignments that students can complete offline on their own. This will allow teachers to prepare their classrooms and work with their principals and colleagues to review school procedures, protocols and expectations. Normal live, synchronous virtual instruction will take place via Teams from the school February 24-26.

18. Will all learning be synchronous the week students return?

No. March 1-2 will be asynchronous days for Pre-K -5, and March 7-8 will be asynchronous for grades 6-12. This includes students with disabilities or in self-contained classrooms within these grade bands. These asynchronous days will allow teachers to continue reviewing procedures, protocols and

expectations. Normal live, synchronous learning will take place via Teams for in-person and virtual students the remainder of the weeks.