



## FREQUENTLY ASKED QUESTIONS SCHOOL RE-ENTRY PLANS

**Teachers & Staff - 7/22/2020**

*The District's comprehensive S.A.F.E. Re-Entry Plan was announced on July 6. Please understand that portions of the plan are subject to change based on direction from the Shelby County Health Department and State officials, as well as CDC guidance.*

*Additional updates will continue to be shared as we work toward the start of the school year. Teachers and staff should contact their principal or direct supervisor for additional questions about the plan as it relates to their school or department.*

**Here are some additional resources:** [Full S.A.F.E. Plan](#) | [Parent/Student FAQs \(7/17/20\)](#)

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### FAQ CATEGORIES:

- GENERAL/HR – #1 - #17
- HEALTH & SAFETY – #18 - #26
- INSTRUCTIONAL – #27 - #44

### GENERAL/HR

#### 1. What is the start date for classroom teachers?

The School Board approved an [updated 2020-21 school year calendar](#) on July 13. The new year will begin on August 24 for teachers and August 31 for students. The updated calendar was based on the Governor's extended state of emergency declaration through August 29 due to rising cases of COVID-19.

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

A specific date has not yet been determined for the re-entry of all Central Office employees and school administrators (11-month and 12-month). Many chiefs and supervisors have been returning to Central Office regularly throughout the closure. The re-entry of all additional Central Office employees will be a gradual process to better ensure social distancing practices. Employees should contact their direct supervisor for additional questions about re-entry plans.

#### 3. Will employees' pay be affected by the delayed start date?

Existing salaried employees' pay will not be affected by the delayed start date. We will share information soon regarding opportunities for hourly employees to earn compensation prior to the delayed start date. Newly hired employees will receive communication from HR regarding their revised start date and revised pay calendar.

**4. What is the Families First Coronavirus Response Act (FFCRA)?**

The Families First Coronavirus Response Act (FFCRA) requires SCS to provide eligible employees with Emergency Paid Sick Leave or Expanded Family and Medical Leave for specified reasons related to COVID-19.

**5. Who qualifies for FFCRA?**

All employees qualify for FFCRA. Under the Emergency Paid Sick Leave, you are eligible on or after your first day of employment. For Expanded Family and Medical Leave, you must be employed at least 30 calendar days to qualify.

**6. Will part-time employees and substitutes be able to take advantage of FFCRA?**

Yes, FFCRA is for all employees including part-time and substitutes.

**7. How can I apply for FFCRA?**

Employees who wish to apply for leave under this provision of the FFCRA Act should submit an application to Benefits by email at [benefits@sck12.org](mailto:benefits@sck12.org). If you have questions or need additional information, please contact Benefits at (901) 416-5344.

**8. Will instructional staff/teachers be allotted the FFCRA Emergency Paid Sick Leave in addition to the yearly (10) paid sick days and (2) personal days?**

Yes, if an employee is eligible for FFCRA, they can receive up to 80 hours (10 days) and are not required to use any other accrued leave, including accumulated SCS sick time or personal days during this time.

**9. Will non-instructional employees be allotted the FFCRA Emergency Paid Sick Leave in addition to accrued sick and vacation time?**

Yes, if an employee is eligible for FFCRA, they can receive up to 80 hours (10 days) and are not required to use any other accrued leave, including accumulated SCS sick time or personal days during this time.

**10. What happens if I have used all of the 10 days of the Emergency Paid Sick Leave and need additional time off due to Covid-19?**

Eligible employees will have the option of using accrued sick days, personal days and/or vacation days to cover any additional time needed after the 10 days are used due to Covid-19.

**11. Am I required to use the 10 days of Emergency Paid Sick Leave consecutively?**

No, employees are entitled to up to 80 hours of emergency paid sick leave and do not have to use this time consecutively. Employees would have until December 31, 2020 to use the total 80 hours allotted.

**12. How will my payroll preparer know how to code me if I am off on Emergency Paid Sick Leave or Expanded Family and Medical Leave?**

When the FFCRA paperwork is received and processed in Benefits, the Leave of Absence administrators will notify the direct manager/supervisor via email to inform them of the FFCRA code to use and the duration of your leave.

**13. I have a medical condition that I believe makes a COVID-19 infection more serious for me. What are the next steps if I am concerned about returning to the workspace?**

Under the Americans with Disabilities Act (ADA) and state equal employment opportunity laws, if an employee is concerned about returning because he or she is at a higher risk of severe illness from COVID-19 than others, the employee may have a disability that warrants engaging in discussions with the employer concerning workplace accommodations. ADA accommodations are only applicable to the employee's own medical conditions (this does not include members of the employee's household who may have medical conditions) \*Medical Certification may be required for employees to be considered for ADA accommodations. The Medical Certification will document the disability, and ADA accommodations are determined and granted by SCS HR (if applicable).

If that's the case, HR will discuss possible accommodations with the employee to address his or her concerns. Accommodations might include additional social-distancing measures in the workplace or a work-from-home arrangement (as long as it does not impose an undue hardship/burden on the District).

As it relates to workspace safety, the District is following CDC guidelines to reduce the risk of infection for our students and staff. This includes required temperature screenings, medical screenings, face mask use, physical/social distancing, hand washing and extra cleaning in the buildings. You can reduce your risk of getting COVID-19 by limiting your interactions with other people as much as possible and always following the same practices that the District is implementing for the schools and central office.

For more information regarding ADA accommodations, contact the Human Resources Office of Professional Standards (formerly Labor Relations) at (901) 416-5323.

**14. What if I do not want to work or telework (if telework is an option for your job title)?**

We are taking every available step to support our employees, but all work requirements must be honored for you to remain employed with SCS. If you feel that you do not want to complete your duties, please contact the HR Office of Professional Standards (formerly Labor Relations) for guidance on next steps (possible leave of absence if you qualify, separation, etc.).

**15. What if my job title requires me to work on site?**

Keep in mind that some positions do not allow for telework because the work cannot be performed remotely. If the essential job functions for your position must be completed at the work site, you must

report to the worksite. SCS will ensure that all workspace safety and sanitation precautions are in place to ensure workspace safety.

## **16. Will employees receive hazard pay?**

The District is not offering hazardous pay. However, we are ensuring that we follow CDC/OSHA guidelines regarding employee safety.

## **17. What supports are available for SCS teachers who are parents of school-age children?**

SCS has partnered with the YMCA to provide discounted rates to employees for after-school care. The YMCA is also providing free child care for school-age children for SCS employees through August 29. We will share additional opportunities as they come available.

## **HEALTH & SAFETY**

### **18. 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.

### **19. 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 (incl. soap, paper towels, tissue)

### **20. 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 a reasonable accommodation for those who are unable to wear a mask for medical reasons.)

## **21. 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.*

## **22. 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.

## **23. 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](mailto:SCSSelfreport@SCSk12.org)

## **24. 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 screening 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.*

## **25. 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.*

## **26. 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 July 31, 2020. *\*If the date is extended longer, we will keep employees informed.*

## INSTRUCTIONAL

### **27. Will teachers be required to work in the school building, or can they telework (deliver instruction remotely)?**

All teachers will have an option to teach remotely. If they agree to the remote virtual instruction criteria, principals may grant permission to teach from a remote setting. While school administration, substitute teachers and central office staff will be working in the schools/worksheets, teachers will be able to select the virtual option after meeting specific criteria in the District's Virtual Instruction Telework Agreement. If teachers fail to adhere to the Virtual Instruction Telework Agreement, they may be asked to teach from the school site. Principals will be sharing more details about the Virtual Instruction Telework Agreement soon.

### **28. Will teachers be required to teach in-person and virtual students simultaneously, and if so, what does that look like?**

In most cases, no. The District is asking parents to choose in advance whether or not they will be attending school in-person or virtually so that schools can appropriately balance classes so that some teachers will teach students in the classroom while others will teach students who are at home through the Microsoft Teams platform. There may be some situations or courses where a student will need to participate in a class by logging onto Microsoft Teams while the teacher provides instruction to students in a classroom. These situations should be rare. Principals and instructional leaders will be working over the summer to identify courses or classes where this might be necessary and what support the classroom teacher or virtual student may need to ensure a high quality of instructional delivery.

### **29. What will a typical day for a child who is attending virtually look like?**

Students learning at home will participate in virtual classes throughout the regularly scheduled school day. Independent work and physical activity will be built into the daily schedule.

### **30. What will a typical day look like virtually for teachers?**

A virtual school day for teachers will not look significantly different than a regular school day. Teachers will provide live virtual instruction, provide feedback on student assignments and respond to parents as they normally would during the school year. Each school will have a daily virtual learning schedule to ensure everyone is familiar with the expectations for students, parents and teachers.

### **31. Will there be special accommodations for Pre-K?**

Pre-K students will engage in virtual learning that aligns with the scope of sequence for the Early

Childhood Department. Supporting videos for parents will accompany instructional materials to ensure the academic, fine motor, and social-emotional needs are being met. For students with disabilities, Individualized Education Programs (IEP) will be implemented and accommodations will be made as appropriate.

**32. How will virtual students receive classroom materials/books/projects etc.?**

Classroom materials will need to be scanned and uploaded into the virtual classroom for the student to access. In some cases, parents may need to make arrangements to pick up special texts or materials from the school for the student.

**33. Are we going to encourage teachers to produce a syllabus at the beginning of the year so that parents can plan (especially for virtual students)?**

Teachers will continue to share the classroom expectations with parents. Also, teachers will be encouraged to share a weekly agenda to keep parents abreast of the curriculum and weekly expectations regarding homework and classwork. Parents choosing to learn at home need to ensure their children are able to log into live classroom instruction during the school day. Parents wanting independent self-guided learning for their student should consider withdrawing from their home school and enrolling in Memphis Virtual School, which provides module-based learning with limited contact from a teacher.

**34. Will virtual students receive a teacher from their assigned school, or will they receive any District teacher?**

Students will receive in-person or virtual instruction from a teacher at their zoned/registered school.

**35. Will teachers have the option to teach virtually?**

Leaders and teachers should work together to discuss who will serve on the virtual team. In most cases, virtual teachers will still report to the school each day. Instructional Leadership Directors (ILDs) will also serve as thought partners.

**36. Will recess/ PE occur? If so, are there special accommodations?**

Students who attend school in-person will engage in all of their courses under extreme safety precautions. Students who opt to learn at home will have allotted time built into their schedule for physical activity.

**37. What is the plan for hands-on courses, such as CCTE, labs and project-based learning?**

Elective courses that require hands-on learning will receive the same attention as traditional courses. Educators will be asked to deliver instruction to their students virtually, assign tasks, provide feedback, and score individual projects and assignments.

**38. How will grading take place for virtual students, and how will assignments be submitted for grading?**

Teachers will utilize the grading protocol established in 2019-20 for all students within Shelby County Schools.

**39. How and when will teachers be trained on actually teaching lessons in the virtual platform?**

Teachers can participate in Microsoft TEAMS training sessions that are loaded into the PLZ platform. These courses will count towards the 40-hour professional learning requirement.

**40. 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 instruction from their assigned teacher of record through the use of Microsoft TEAMS on their electronic device.

**41. Will children be expected to sit for seven (7) consecutive hours on a computer to learn? How will their breaks be structured, particularly for younger students?**

The typical school day will align with the required allotment of time for each content area, elective, and intervention period. Students will have the opportunity to participate in independent learning, along with guided instruction from the classroom teacher through the use of Microsoft TEAMS.

**42. What does Virtual learning look like for CLUE students and CLUE teachers in the Fall?**

Students served in the CLUE environment will use the District-approved curriculum with enhanced and enriched, project-based supplemental curriculum guides and materials. If students are learning virtually, classes will be organized in the CLUE901 Google classrooms. Students will meet online with teachers and complete independent learning within the online space. All students with IEPs will be provided with services and accommodations that are agreed upon by the IEP team. Resources are available to parents, teachers and students at [www.edugoodies.com](http://www.edugoodies.com).

**43. FLVS (Florida Virtual School) has experienced major data and security issues. How will the District keep data secure?**

SCS will be offering FLVS courses through our secure Learning Management System (Canvas). FLVS will provide course content and will not have access to our student data.

**44. Does FLVS have a curriculum for students with special needs?**

The Individual Education Program (IEP) will be implemented in the virtual setting. Students with disabilities who are on a regular diploma track and who take the TNReady Assessment will use a District-approved curriculum with accommodations. Students who take the Tennessee Department of Education (TDOE) Alternate Assessment will use a variety of instruction and intervention materials to meet their individualized needs. Life Skills Curriculum and specialized transition curriculum are also used to address the needs of students who take the TDOE Alternate Assessment. Students served in the CLUE environment will use the District approved curriculum with enhanced and enriched, project-based supplemental curriculum guides and materials. Resources are available to parents, teachers and students at [www.edugoodies.com](http://www.edugoodies.com).