

MEMORANDUM

To: All APS Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: September 8, 2020

Subject: Updated Supervisor Guidance

As health conditions in the Atlanta area continue to change, it is very important that our supervisors know and follow health and safety guidelines in the workplace. In addition to the information below, please ensure that you have read the previous memos to supervisors posted at: <https://www.atlantapublicschools.us/coronavirus>. Please make sure to provide the most recent employee email from the Superintendent (dated September 4, 2020) to any of your employees, contractors and volunteers who may not regularly access email.

Human Resources FAQ Update

The supplement to the District's reopening guide that contains frequently asked questions for many matters pertaining to staffing and employment has been updated. It is still accessible at [this link](#) and on the District's coronavirus updates page at <https://www.atlantapublicschools.us/coronavirus>. You'll find information in the document related to employees' and supervisors' duties and responsibilities related to the start of the new school year. Please pay close attention to the supervisory components, especially paid leave and workplace safety procedures.

The updates to this version include:

- Added items #10 and #11 on pages 3 and 4 regarding telework arrangements.
- Added a bullet to item #24 on page 9 regarding suggested duties for social workers.
- Added item #64 on page 21 regarding safety procedures for staff who travel within the community or to students' homes for work.
- Updated item #68 on pages 23 and 24 to reflect new guidance from GA DPH for procedures for staff to return to work from quarantine. **VERY IMPORTANT - PLEASE READ**
- Updated items #70 and #71 on page 24 regarding ethics training to reflect that the course has now been opened.
- Generally revised the document to change most future tense to present tense.

Reminders of Procedures for Responding to Employee Reports

It is very important that supervisors understand and follow the procedures for handling a variety of situations that may arise from employees related to COVID-19, personal health, and travel. The standard email templates for responding to employees' notifications of testing positive for COVID-19 and other scenarios were updated on August 14th and are available [here](#). **Please make sure you are using the newest templates when sending notification emails.** Also, keep in mind the following:

- Essential employees who report that they are unable to work in person or telework due to a COVID-19 related illness of themselves or a family member, or due to childcare issues stemming from a COVID-19 closure, should email LeaveRequests@atlanta.k12.ga.us in order to receive emergency paid sick leave, if applicable. The supervisor may also send the email.
- Employees should still avoid unnecessary personal travel outside of the state and cancel or postpone any such travel where possible. Email HRFrontDesk@atlanta.k12.ga.us for any questions regarding personal travel. We still want to know about travel outside of the country; however, we are no longer tracking travel within the United States.

Employee Assistance Program

The start of the school year can be very stressful for all of us, especially with the added difficulties of balancing children's virtual school with work. As a supervisor, you may receive direct reports or indications from employees that they are struggling with physical, emotional or financial well-being. Please remember that we are fortunate to have an Employee Assistance Program (EAP) and a Coordinator of Employee Well-Being, Nzinga Benton. Please be responsive to employees who may be struggling and refer them to the EAP or Nzinga immediately. Deer Oaks is our EAP provider offering three free counseling sessions along with financial, legal, and other support services to all employees. Deer Oaks can be reached by calling 1-888-993-7650. You can also visit their website at www.deeroakseap.com (the username and password are both aps in lowercase). Nzinga may be reached at Nzinga.Benton@atlanta.k12.ga.us or 404-802-2370. We can also provide group well-being sessions in your staff meetings, upon request.

Please note that this guidance may change on a daily basis. Check email frequently for updates, as well as the district's [health alerts page](#).

For any supervisor questions regarding employment matters, please contact Skye Duckett, Chief Human Resources Officer, at 404-802-2304 or sduckett@atlanta.k12.ga.us. For questions regarding COVID-19 or health matters, please contact Valencia Hildreth, Comprehensive Health Services Manager, at 404-802-2674 or Valencia.hildreth@atlanta.k12.ga.us.