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## MEMORANDUM

To: All APS Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: April 24, 2020

Subject: **Updated** Information about the Supervisor's Role in Coronavirus Response

The Superintendent recently provided updated guidance to employees regarding their health and well-being, as well as paid leave and hero pay. Please make sure that you provide a copy of that email to any of your employees, contractors, or volunteers who do not regularly access email.

As a supervisor, you have additional responsibilities for enforcing this guidance and maintaining a safe work environment, with support from the district. In addition to the information below, please make sure you have also read the previous [March 9th memo to supervisors](#).

### Employee Leave Procedures

It is very important that supervisors understand and follow the procedures for handling a variety of leave situations that may arise. New email templates for responding to employees' notifications are available [here](#).

- Employees reporting one or more of the following should not come to work and be given the opportunity to telework: personal illness, excessive coughing or sneezing, high risk category, as [defined by the CDC](#). If employees are seriously ill and unable to telework, they should follow the leave reporting procedures outlined below.
- Employees 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](mailto:LeaveRequests@atlanta.k12.ga.us) in order to receive emergency paid sick leave, if applicable. The supervisor may also send the email. Effective April 1st, employees who email the leave department, fill out the online request form, and qualify will have leave days applied in the following order: 1) up to 10 days of emergency paid leave with a qualifying reason, 2) any remaining sick or personal leave days, and if leave is still necessary, 3) up to 10 additional days from the sick leave bank. Additional leave is available under FMLA and the new federally expanded FMLA provisions, as well.
- 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](mailto: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.
- Employees who are on telework and are experiencing connectivity issues are not required to use personal leave, but they should remain available via telephone and attempt to complete any work for the day. Staff should contact their internet service provider to request improved connectivity.

## **Health and Safety Requirements**

Supervisors should ensure that all employees, volunteers, and contractors under their jurisdiction adhere to the following guidelines at all APS facilities in order to keep all staff and volunteers safe. (Guidelines may be revised based on DPH and CDC recommendations.)

- Wear Personal Protective Equipment (mask and gloves.)
- Maintain social distancing of 6 feet at minimum.
- Have temperature assessed and recorded by the assigned nurse upon arrival (at food distribution sites.)
- Stay at home if you feel sick, are coughing or sneezing, or are in a high risk category. See [CDC guidance for high risk individuals](#).

Individuals will not be able to work in person or volunteer if any of the following risk factors are identified in the screening process conducted at each site:

- Fever – If an individual temperature is low grade, 99.9 degrees or higher, he or she will not be able to work and/or volunteer and should report home until they are without symptoms for 7 days.
- Symptoms - If an individual has symptoms of a respiratory disease (these may include fever, coughing, muscle aches, sore throat, and headache), he or she cannot report to work or volunteer for at least 7 days after cessation of symptoms, and must be at least 3 days without fever without using fever-reducing medicine.
- If an individual has been in contact with a known or suspected case of COVID-19, he or she cannot report to work or volunteer.

Individuals who are not allowed to work in person or volunteer due to the above identified factors will receive the following recommendations:

- Monitor symptoms and consult their health care provider for additional guidance
- Contact the COVID-19 Georgia DPH Hotline at 1-844-442-2681 for general questions or eligibility for testing,
- Individuals who test negative for COVID-19 may work or volunteer after 24 hours without fever without use of fever-reducing medicine,
- Refer to the Atlanta Public Schools website at the following <https://www.atlantapublicschools.us/> for additional COVID-19 information, and
- Refer to Georgia DPH <https://dph.georgia.gov/> for additional COVID-19 information.

## **Hero Pay Reminders**

In addition to the updates communicated in today's employee memo, please note that you should receive communication from your chief officer regarding specific positions in your division that will be added to the hero pay list. Schools do not have new positions that were added this week.

- Effective April 16, 2020, we are further defining employees eligible for hero pay as those who "must work in person daily" and are "unable to avoid contact with the public and public areas or practice social distancing as recommended by the CDC, thereby potentially causing hazardous conditions, personal distress, and discomfort."
- Supervisors should ensure that only approved positions are listed on the spreadsheet emailed to payroll each pay period.
- Hero pay equals time and a half for all hours worked in person. Exempt employees will receive a stipend depending on their role and classification.

- After that, requests for additional positions to be considered for hero pay may be sent by email to the Chief Human Resources Officer [sduckett@atlanta.k12.ga.us](mailto:sduckett@atlanta.k12.ga.us) by the supervisor.

*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](mailto: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](mailto:Valencia.hildreth@atlanta.k12.ga.us).