

MEMORANDUM

To: All APS Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: July 10, 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 Superintendent's employee memos to any of your employees, contractors and volunteers who may not regularly access email.

Work Schedules

As a reminder, the work schedules for employees for the 2020-2021 school year are posted at <https://www.atlantapublicschools.us/domain/10264>. At this time, it is planned that employees will start work on their regularly scheduled return date, whether that is in person or virtually. Please take note of the return to work dates for the various work schedules you supervise (i.e. 231-day, 211-day, 202-day). The two weeks before school starts, July 27 to August 7, are still district-wide blackout dates for discretionary absences. Supervisors may designate additional blackout periods for their department.

Workplace Safety

For employees who do come to work in person, either daily or occasionally, it is critical that they follow current social distancing guidelines and wear masks, plus any additional personal protective equipment (PPE) unique to their job. Supervisors are responsible for ensuring that workplace safety guidelines are being followed by their employees, especially social distancing in small spaces with multiple employees. Please monitor your work sites and employee behavior regularly and redirect as needed. Please refer to the [March 27th health guidance](#) email and the [CDC guidance for businesses](#) for additional details.

Employee Return to Work Procedures

Where attendance at the physical work site is necessary, employees who have confirmed COVID-19 via testing, diagnosed COVID-19 without testing, suspected COVID-19 due to symptoms displayed on the job, or exposure to someone with a confirmed or diagnosed case of COVID-19 must follow the reentry requirements based on their circumstances below. If obtaining any of the required testing is difficult, APS' health services department can provide guidance to the employee on next steps for how to proceed. These requirements are subject to change as new guidance and research is developed.

- For employees with confirmed COVID-19 (via test) or diagnosed COVID-19 (from a physician without official testing), the employee may return to telework status if available and whenever he/she feels recovered enough to work. The employee may return to the physical work site if:
 - APS has reinstated attendance at the physical work site; AND
 - The employee has had at least 72 hours without a fever without taking fever-reducing medication; AND
 - Improvement in all respiratory symptoms; AND
 - At least ten days have passed since symptoms first began; AND
 - The employee has received a negative COVID-19 test.
- For employees with COVID-19 symptoms that are detected at the physical worksite, the employee may telework if available and whenever he/she feels recovered enough to work. The employee may return to the physical work site if:
 - The employee obtains a negative COVID-19 test result; AND
 - The employee has had at least 72 hours without a fever without taking fever-reducing medication; AND
 - Improvement in all respiratory symptoms; AND
 - At least ten days have passed since symptoms first began.
- For employees without COVID-19 symptoms who have a confirmed COVID-19 test or diagnosed COVID-19 (from a physician without official testing), the employee may return to physical work site after:
 - At least 10 days have passed since the positive laboratory test and the person remains without symptoms. This is 7 days after positive lab results plus 3 days of social distancing per CDC guidelines
 - Note, persons without symptoms who test positive and later develop symptoms should follow the guidance for symptomatic persons above
- For employees with exposure to a confirmed or diagnosed case of COVID-19, the employee may continue to telework if available. The employee may return to the physical work site if:
 - APS has reinstated attendance at the physical work site; AND
 - The employee has completed a 14-day quarantine with no symptoms.
 - Note: Employee should remain on telework status until official COVID-19 tests results have been received. If the employee is tested for COVID-19 during the 14-day quarantine and tests negative, this reentry protocol still applies. If the employee tests positive, then the employee falls into the confirmed COVID-19 category for reentry protocol.

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, health, and travel. Remember that there are standard email templates for responding to employees' notifications of testing positive for COVID-19 and other scenarios available [here](#). Also, keep in mind the following:

- Employees on summer schedule 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.

Paid Leave Options

Remember that staff who are unable to work due to a COVID-19 related illness of either 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. On April 3, 2020, we adopted two new administrative regulations to provide unprecedented flexibility and paid leave to staff who are unable to work. See [EBB-R\(2\)](#) and [EBB-R\(3\)](#). The district is waiving traditional paper forms that previously had to be filled out and is providing access to the catastrophic “time share” sick leave bank in addition to the new federally required two weeks of emergency paid sick leave and expanded FMLA.

Staff who qualify will have leave days applied in the following order: 1) up to 10 days of emergency paid leave for 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 may be available under FMLA or the new expanded FMLA for qualifying reasons, as well. Also, if you would like to donate sick leave days to the Time Share Sick Leave bank, you can do that at [Absence Management / APS Time Share Sick Leave Bank](#).

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.