

## MEMORANDUM

To: All APS Employees

From: Skye Duckett, Chief Human Resources Officer

Date: March 27, 2020

Subject: Update: APS Will Remain Closed through Friday, April 24

Following the notification below from the Superintendent that Atlanta Public Schools will remain closed through April 24th and possibly beyond, the district is implementing these social distancing guidelines for APS facilities and employees effective immediately in an effort to minimize the spread of COVID-19 in our community during school closure. Shelter-in-place orders vary from state to state, city to city, and while the city of Atlanta is currently under a stay-at-home order, the Mayor or Governor could release an updated order that may change APS' operations. Under the current order, APS' essential employees should continue to report to work if deemed necessary while strictly observing all social distancing measures. As of March 16th, all employees are either:

- Essential employees reporting to work in person,
- On telework status working remotely or remaining available to work, or
- Off work due to personal, sick, or other leave status.

### **Work-Related Activities:**

At this time, APS **employees** are required to:

- Avoid meeting people face-to-face as much as possible. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business, even when participants are in the same building.
- Obtain supervisor's permission to enter a district building if you are on telework status. Essential employees who are reporting in person each day may continue to do so. Employees are encouraged to print and keep a copy of [this letter](#) or download it to their phone prior to driving to a district building for work.
- Seek their supervisor's permission to meet in person if a face-to-face meeting is unavoidable. The meeting time should be for a minimum period of time, in a large meeting room or area, with no more than 10 people, and participants should sit at least six feet from each other. Hold essential meetings outside in the open air if possible.
- Avoid direct person-to-person contact such as shaking hands, and do not congregate in work rooms, pantries, copier rooms, or other confined areas where people socialize.
- Wash hands often, and clean and disinfect high-touch surfaces regularly. Consider opening windows and adjusting air conditioning for more ventilation where possible.
- Encourage parents, employees and community members to request information and materials via phone, e-mail, or Let's Talk to minimize person-to-person contact. When

items or materials must be collected in person, have them ready for fast pick-up or delivery and maintain six feet of distance from each other. Wash your hands with soap and water for 20 seconds immediately after handling any packaging materials.

- Stay at home if you are sick for any reason or have excessive coughing or sneezing due to allergies.
  - Employees who have a fever or any signs of respiratory illness should not report to work until they are symptom-free for 7-14 days, notify their supervisor, and follow their school/department's standard sick leave protocols.
  - Employees should report a confirmed or presumptive COVID-19 diagnosis for themselves to their supervisor or the Chief Human Resources Officer immediately at [sduckett@atlanta.k12.ga.us](mailto:sduckett@atlanta.k12.ga.us) or 404-802-2304.
- Employees in a high risk category should remain at home and telework. The CDC maintains current guidance about those who may be at high-risk for severe illness from COVID-19 [here](#).
- Employees unable to work due to 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.
- Employees who are feeling well but who have a sick family member at home with confirmed COVID-19 or related symptoms should not come to work, but should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- Employees who want to donate their own sick leave days to the Time Share Sick Leave bank may do so at <https://www.atlantapublicschools.us/site/default.aspx?PageID=49104>.

### **Outside-of-work activities:**

Employees are encouraged to take precautions to protect their health during telework at home or while off work, as follows:

- Wash your hands frequently with soap and water for at least 20 seconds or use hand sanitizer when handwashing is not possible.
- Follow [CDC guidance](#) and use surface cleaning products or wipes to clean commonly touched surfaces. Avoid using public transportation during rush-hour crowding (walk, cycle, or drive a car whenever possible). Alternatively, if possible, adjust your schedule to commute early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, or activities where you might come into contact with contagious people.
- Avoid handshaking as a means of greeting. Possible alternatives may include using a slight bow, elbow bump, or toe kick when greeting others.
- When opening doors (especially bathroom or other public area doors) or touching other public surfaces, use a paper towel, tissue, or disposable glove.
- If you need to see a doctor, consider telemedicine/virtual visits that are available to APS employees who participate in Anthem Blue Cross & Blue Shield, Kaiser Permanente, or United Healthcare. Telemedicine/virtual visits and a Nurse Hotline allows healthcare professionals to evaluate, diagnose, and treat employees using telecommunication technology. You will be able to see and/or talk to a participating provider from your

mobile device, tablet, or computer with a webcam while at home, work, or on the go. For Telemedicine/virtual visits please contact your healthcare provider listed below:

- Anthem Blue Cross and Blue Shield [www.anthem.com/shbp](http://www.anthem.com/shbp) or 855.641.4862
- Kaiser [www.my.kp.org/shbp](http://www.my.kp.org/shbp) or 404.365.0966
- United Healthcare [www.welcometouhc.com/shbp](http://www.welcometouhc.com/shbp) or 888.364.6352
- 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.
- If travel is absolutely required, take the following steps:
  - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
  - Check for symptoms of [acute respiratory illness](#) before starting travel.
  - Notify your supervisor and promptly call a healthcare provider for advice if you become sick while traveling or on temporary assignment. Follow your health insurance provider's guidance for obtaining medical care if you are outside the United States and are sick, or contact an overseas medical assistance company to assist with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

**Additional Resources and Guidance:**

- [Prevention of Coronavirus Disease 2019 \(COVID-19\)](#)
- [6 Ways to Prevent COVID-19](#)

I echo the Superintendent's appreciation for your commitment and passion. Please keep it up and continue to stay updated with the latest APS Coronavirus news at <https://www.atlantapublicschools.us/coronavirus>