

MEMORANDUM

To: All APS Employees

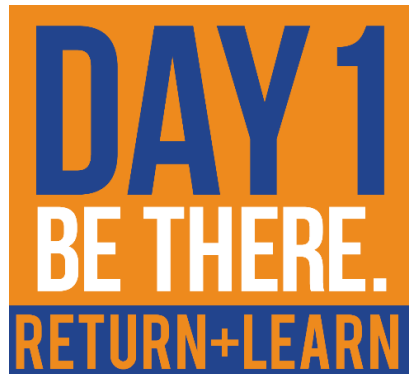
From: Dr. Lisa Herring, Superintendent

Date: July 31, 2020

Subject: Personal Protective Equipment, Returning to Work, Employee Ethics, and Other Updates

Dear Colleagues:

Day One 2020 Return + Learn



I hope you are as excited as I am about welcoming our students back to school on August 24! I can't wait for learning and instruction to begin again for our scholars. Touchpoints and engagement with them will be so important on so many levels, and I know I can count on each of you to make Day One 2020 Return + Learn a great experience for our students, staff, and families.

As we prepare for Day One, I want to make sure that everyone on Team APS has the most current information as it relates to reopening guidelines for staff. We have been communicating that information to you through our virtual staff town halls, through these weekly staff memos, and in other meetings and conversations.

In this week's staff memo, I have included a summary of some of the recent topics staff have inquired about, and I have provided a link to a more detailed reopening Human Resources FAQ document for staff. Please review this information so that we all have a safe and strong start to the 2020-2021 school year.

Guidance on Personal Protective Equipment (PPE)

To ensure that PPE items are safe and appropriate for our students and staff and that these items are distributed fairly and equitably throughout the district using funds designated for this, all PPE items must be obtained through the APS Warehouse. Schools should not order their own PPE using their budgets. Items that will be provided by the district include cloth masks for students and staff, plexiglass barriers, disposable masks, thermometers, hand sanitizer, and miscellaneous items. Please note that APS will provide hand sanitizer for building entrances, classrooms, and common spaces (cafeteria/media center/office). [Click here to read APS PPE Guidance](#) in its entirety.

Building Entry Procedures

Remember that employees who have been designated for remote work will be able to come to buildings to work in person with their supervisor's approval. Some employees will be required to report to work in person due to the nature of their job duties. All employees are expected to follow social distancing guidelines and wear PPE at all times.

Staff entering an APS building acknowledge that under Georgia law, there is no liability for an injury or death of an individual entering the premises if such injury or death results from the inherent risks of contracting COVID-19. Employees are assuming this risk by entering the premises.

There will be a temperature check station in every APS school and building. Everyone's temperature and COVID-19 symptoms must be assessed upon arrival each day when entering the building. Individuals with a temperature of 100.4° or higher or with other COVID-like symptoms or an individual who has been exposed to a known case of COVID-19 will not be allowed to work or volunteer. It will be recommended that those individuals contact their medical provider for care. Individuals who have been exposed to someone who tested positive for COVID-19 must quarantine for 14 days per public health guidelines.

Returning to Work

Our goal is to provide a high level of service to our students and families as we launch the new school year. Let's all remember to maintain professionalism, follow the dress code, be on time for virtual meetings and virtual classes, and put our best foot forward. Our students and parents have high expectations of us, and we should set and keep a high bar of customer service and professionalism all year long.

It's important that we are all being responsive to inquiries via phone, email, and Let's Talk. As such, at least one administrator and a second employee are required to work in person each day in our schools. The office area (phone/door buzzer) should have one or more staff present during the school's normal office hours. Central office staff should ensure adequate office coverage by department and use staggered schedules. Additional staff may work in person with appropriate scheduling and social distancing measures.

Full-time employees will either be designated to work in person and continue to be paid, designated to telework and continue to be paid, able to go on paid leave, or able to apply for unemployment. Our hourly and substitute employees will be paid if and when they are assigned to work, either in person or remotely.

If you are designated to report to work but are unable to due to a COVID-related reason (like being recommended by a doctor to stay home or child care is closed), you will not be penalized, and your job will remain in place with the District. You should notify your supervisor immediately. The duties of some positions are eligible for a telework arrangement according to administrative regulation EBB-R2, depending on the reason for requesting telework. The

Employee Relations Department is prepared to assist you with requests for telework arrangements.

Alternatively, employees may also be eligible for emergency paid leave through the Families First Coronavirus Relief Act (FFCRA), use of sick or personal leave, and paid leave days from the District's time share sick leave bank. Some employees may be eligible for a workplace accommodation according to the Americans with Disability Act (ADA). Please contact leaverequests@atlanta.k12.ga.us if you have any questions about paid leave options.

Employee Ethics

We will again be requiring annual, mandatory online ethics training for all employees, including full time, part-time, substitute, hourly and seasonal. Look for the course opening announcement email before August 24th and the deadline will be December 6th. As usual, completion of the training is required as a condition of continued employment.

One of the topics covered in the training each year is a conflict of interest. As a reminder, our Board Policy prohibits employees, including teachers, from accepting outside employment with obligations that conflict with the interests of APS and conducting activities for outside employment during the school day. [Board Policy GAG, Staff Conflict of Interest](#) provides: "No APS employee shall accept outside employment or business activity with obligations which may conflict, or appear to conflict, with the interests of APS, nor shall the employee conduct activities related to outside employment during the school/business day."

Tutoring a student for pay during the school year is also prohibited. GAG provides, "Teachers employed by the Atlanta Public Schools shall not teach or coach for pay any APS student during the regular school year."

Supplement to APS Reopening Guidelines: FAQs

I encourage you to review our [Supplement to APS Reopening Guidelines FAQ](#) in its entirety at this link. It provides more details on the topics I've mentioned above and several others. You'll find information in that document related to the following:

- Checklist for reopening
- Teachers working in their classrooms
- Minimum school staff to report in person
- Performance evaluations
- Utilizing non-teaching staff
- Hourly workers
- Substitute teachers
- Performance management for virtual environment
- Paid leave
- Compensation
- Leveling
- Workplace safety procedures
- Employee ethics
- Hiring Procedures

Technology Updates

Staff who have not been in any APS buildings for a while are probably missing several critical computer security updates/patches. If you are planning to enter an APS school or building, please remember to bring along your devices to get connected to the APS wired/wireless network. Only devices connected to the APS network will be able to receive these updates.

Staff members who need technical support should either: (a) open a Nimbus ticket online at www.atlantapublicschools.us/support or (b) call the IT service desk at 404-802-1000. A service desk analyst will help troubleshoot the issue(s) and make additional recommendations if needed. Recommendations may include enhanced virtual support by a team of virtual technology experts who will take ‘control’ of your computer, or a visit to any one of our ‘IT HUB’ cluster locations.

Starting August 3, IT HUBs will be open at various cluster sites to extend technology support to corners of our district, and to decentralize our support strategy. This is a change from the CLL-based ‘hands-on’ strategy that we have provided all summer long. HUB locations will be at Grady HS, Maynard Jackson HS, North Atlanta HS, Mays HS, Douglas HS, Washington HS, South Atlanta HS, Therrell HS, Sylvan MS (carver cluster) & CLL. HUB hours will be Monday through Friday, from 9 a.m. to 2 p.m.

Support through the HUBs will be managed using appointment-based schedules as we currently do at the CLL building.

Upcoming Virtual Town Hall Meeting

Please join us for our next virtual town hall meeting for APS parents and the community on Tuesday, August 4 at 6 p.m. on the district’s [Facebook page](#) (@AtlantaPublicSchools). These virtual meetings create an important opportunity to connect with our families, answer their questions and share the latest information on our reopening. Spread the word to our APS parents and join us if you can!

I hope you had a great week and I wish you an even better weekend! Stay safe and, most importantly, be well.

Yours in service,

Lisa