

MEMORANDUM

To: All APS Employees

From: Dr. Meria Joel Carstarphen, Superintendent

Date: May 15, 2020

Subject: Re-Entry to School, Return of Devices and Other Important Staff Updates

Team,

You hung in there with us these past two months, and now it's hard to believe that we are a week away from the end of the school year. This District adapted quickly to the unprecedented impacts of COVID-19 on public education, and we kept moving forward to keep our students on track. More importantly, we accomplished this feat as a cohesive team. We did it together! For that, we should all be proud, and I am especially grateful.

End of School Year Virtual Town Hall - Tuesday, May 26

Be sure to join us for our end of school year Virtual Town Hall on Tuesday, May 26 from 12 p.m. to 1 p.m. on [Facebook Live](#) (@AtlantaPublicSchools). During the town hall, we'll talk more about our virtual summer learning opportunities, summer food distribution plan, and the District's preparations for the reopening of school in the fall. This is an opportunity for you to ask questions and get updates on the latest information. Don't miss this important conversation. See you there!

Broadcast Schedule for Class of 2020 Celebrations

#APSGrad2020 is #WorthTheWait! Join us in celebrating the Class of 2020 on Facebook Live at <https://www.facebook.com/AtlantaPublicSchools> this Monday, May 18 through Friday, May 22. Because in-person graduations have been postponed until later in the year, we have created a video celebration for each high school, featuring remarks by the school's principal, valedictorian, salutatorian, and myself. Most of all, you'll get to see the beautiful faces of our outstanding students. Go to our [GradNation webpage](#) to see the full schedule. I'll be watching with you!

Retrieving Items from School Buildings

Based on current public health guidance, we don't foresee school buildings being used as work sites until school reopens in August, and we don't foresee allowing students or staff to return to school buildings to retrieve items before August either. However, we have developed a process to allow for exceptions on a case-by-case basis. Students and staff seeking access to school buildings based on a critical need prior to August 2020, but no later than May 29, 2020, may submit a request at <https://forms.gle/PP1jZ9Ckk9zcbvH66>. The request form includes the acknowledgment of a waiver.

These requests must be submitted 72 hours prior to the date of the requested entry. Groups larger than five persons will be subject to legal review prior to approval. They will be routed to principals, associate superintendents, and health services for approval. Only the following

scenarios will be considered: (1) teacher/staff retrieval/return of personal or district items due to resignation or transfer, (2) breakdown of classrooms for school-wide relocations or individual classroom moves, (3) retrieval/return of student materials and belongings due to out of district transfers, (4) other: circumstances described in the request that necessitate access to personal items or materials stored in classrooms or office spaces.

Return of APS Laptops/Devices

It's really important that all users of APS-issued laptops or mobile devices who are not returning to work for the next school year return their equipment, in person, to the Information Technology (IT) department. As stated in the Portable Technology Agreement, the APS-issued laptop remains with the employee when he or she transfers to another school. Principals should not collect and redistribute laptops on behalf of their schools. Those laptops must be refreshed and redistributed by IT.

In order to release non-returning employees from their Portable Technology Agreement, they must return the laptop and complete the "Returned Model" section of the agreement.

[Click here](#) to review the location and times for returning the equipment and other important information on this topic.

Summer Food Distribution Plan

APS plans to extend its food distribution program into the early part of the summer with the help of our food services vendor, SFE, and our generous partners. As part of the plan, we will end food distribution at our eight school sites and through bus routes following food service on Monday, May 18. The program will resume for three Mondays in June (1st, 8th, and 15th) where SFE will make and deliver five-day meal packs for children. The service will be scaled back to provide 60,000 meals over three weeks, down from 160,000 meals weekly, with spending authority approved by the Board to cover the District's SFE summer school feeding financial obligation through June 30.

While the student meal distribution from our English for Speakers of Other Languages (ESOL) team will also conclude on Monday, May 18, our designated ESOL communities in the Grady and North Atlanta clusters will receive the student meals for three Mondays in June from La Amistad, one of our generous partners. Grocery distribution from the APS ESOL team to these families will end on Tuesday, May 19; however, plans are in the works with additional partners for summer groceries for approximately 1,000 ESOL families across the entire district.

Families can [contact the APS Office of Partnerships and Development](#), [GOODR](#), and other partners or use the [Atlanta Community Food Bank's](#) Food Finder mobile app to find other food sources.

Considerations for Re-Opening Schools

APS is planning to open schools this fall on August 10 based on the 2020-2021 school calendar. As we prepare for reopening, our internal, cross-functional team is developing several potential models and scenarios, each following the most recent health and safety guidelines from the CDC, state, and local public health officials, and best practices for instruction based on transitioning students back into the school environment through a combination of social-emotional and

academic supports. These potential models include in-person, face to face instruction, and a hybrid structure that would combine in-person and virtual learning. The team is considering other models as well and plans to seek extensive input from internal and external stakeholders. We will be sharing more information with you about these considerations in the coming weeks.

Employee Return to Work Procedures

We take your health and safety seriously, and as such, we are implementing strict requirements for reentry to the physical work site. Employees are encouraged to continue telework status if their responsibilities allow it and they have permission to do so. 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 guide the employee on the next steps for how to proceed. These requirements are subject to change as new guidance and research are 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 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: 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.

Performance Appraisal Guidelines

End-of-year state-based performance appraisals, like Teacher Keys (TKES) and Leader Keys (LKES), have been suspended by the state. For all other employees types, based on the District's move to telework status, the 2019-2020 EPAT end-of-year phase will be optional, at the discretion of the employee and supervisor.

For employees and supervisors choosing to move forward with the EPAT process, the End-of-Year phase "2020/End-of-Year Self-Appraisal" is available in [MyPLC](#). You can access the End-of-Year Self Appraisal by going to My Evaluations, selecting the Employee Performance Appraisal Tool, and opening the End-of-Year container. Employees should complete the following activities:

- End-of-Year Core Values Self-Appraisal
- End-of-Year Self-Reflection
- End-of-Year Goal Review (employee sections)

Step-by-step guides are available on the [EPAT SharePoint](#) (VPN sign-in required) page and in the [familiarization tab](#) of your plan in MyPLC. *Note: MyPLC may operate best in the Google Chrome web browser.*

Employee Wellness

Our Employee Assistance Program (EAP) provider, Deer Oaks, continues to provide several resources for staff health and well-being. To take advantage of [the AWARE sessions](#), just click the sessions link and register to participate. Also, tap into several breathing exercises in the "News for You" section of the [Deer Oaks website](#) (the username and password are both aps in lowercase). You'll find information on belly breathing, focused breathing, and alternate-nostril breathing. Deer Oaks also offers meditation exercises, including yoga, walking meditation, and mindfully engaging in daily activities. Lastly, Deer Oaks has created an article centered on [Managing Your Team after COVID-19](#) offering information on how to adapt to the changes in the work environment, workload, and the new normal.

Please note that this guidance may change daily. Check email frequently for updates, as well as the district's [health alerts page](#). All of my past employee memos are posted there as well.

Have a great weekend, be safe, and much love to you all!

Meria