
MEMORANDUM

To: District Office Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: February 4, 2021

Subject: FW: Reminders for CLL Staff

I would like to call your attention to the below email that was sent out last Friday to all district office employees and contractors, as well as the CLL safety video that was sent out earlier this month and can be viewed at <https://www.atlantapublicschools.us/Page/64742>.

As a supervisor, you have a responsibility to ensure that your staff follow these protocols. That means that it is alright for you – and actually a requirement – to say something (respectfully) to staff if they are standing too close to each other, pulling their mask down, not wearing a mask, coming to work with symptoms, being dishonest in the workplace health screening, or otherwise not following safety guidelines. In addition to what has been sent out by the District, here's a great resource to share with staff from the CDC:
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/returning-to-work.html#protect>.

It is critical to our reopening plans that the safety protocols are followed – and you are our eyes and ears on the ground to ensure that staff are staying safe at work. Please let me or your employee relations specialist know if you need any help addressing employees who do not comply after your verbal or written reminders.

From: APS Office Of Communications <offcomm1@atlanta.k12.ga.us>

Sent: Friday, January 29, 2021 2:55 PM

To: CLL Employees and Contractors <cllocpnt@atlanta.k12.ga.us>

Subject: Reminders for CLL Staff

CLL Colleagues,

Here are a few reminders for all CLL staff as we have begun to return to in-person working.

- **Parking Lot Payments:** While CLL employees were working remotely over the past 10 months, the District paused the collection of parking lot payments. Now that we're returning to work in person, that withholding will resume with the check on February 15. As a reminder that amount is \$10 per pay period and covers the expenses of maintaining our parking structure.

- **Health and Safety Reminders:** It is important for everyone to be mindful and follow the health and safety protocols in our building at all times.
 - Follow the **COVID-19 Screening Protocol**. Here are some other health screening questions to consider:
 - Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19?
 - Have you taken a COVID-19 test and are awaiting results based on potential exposure to a known case or other high-risk exposure?
 - Have you taken a COVID-19 test and are awaiting results based on mild symptoms or overall feeling unwell?
- **Temperature screenings** are required upon entry into the building. If your temperature is above 100.4, you will be referred to your healthcare provider and asked to leave the building.
- **Masks** are required to be worn as you move throughout the building. Masks are required for all contractors and visitors as well.
- **Wash and sanitize your hands frequently.**
- **Social distancing or physical distancing** is required. To practice social or physical distancing, stay at least six feet or about two arms' length from other people.
- **Meetings:** The majority of your meetings should be held virtually. If in-person meetings are required, it should be done where social distancing can be enforced.

Thanks for your help in keeping us all safe!

Be well.