

MEMORANDUM

To: All APS Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: February 12, 2021

Subject: Supervisor Updates: Vaccine Preparation and Reporting Procedures

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 most recent employee email from the Superintendent (dated February 12, 2021) to any of your employees, contractors and volunteers who may not regularly access email.

Today's update includes:

- Supervisor reporting procedures for employees with positive COVID tests or exposure
- Supervisor's role in preparing for COVID vaccine phase 1B – **deadline 2/18/21**

Updated Supervisor Reporting Templates:

The copy-and-paste email templates that supervisors are required to use to report employees with self-reported positive COVID tests or exposure to someone with confirmed COVID have been updated to include the instructions for the new online self-report form. When reporting, please make sure to always copy and paste from this link to ensure the most recent language is included in the body of your email:

<https://docs.google.com/document/d/1IAz7n49GhhKY6RAkPyODndatq6uzXR-HZFG2pUml1m4/edit?usp=sharing>.

As a reminder, these templates are for employees' self-reports of exposure or positive testing. In the event that health services investigates a positive case in the workplace, they will provide a different memo to send to anyone they identified as a close contact. Because employees' eligibility for paid leave differs for self-reports versus workplace case investigations, it is very important to send the appropriate email to the employee that matches the situation. For questions about reporting, case investigation, quarantine, and return-to-work clearance, please email Health Services at CovidReports@atlanta.k12.ga.us. For questions about telework, please email your assigned Employee Relations representative or OffEmpRelations@atlanta.k12.ga.us. For questions about leave options, please email HR Absence Management at leaverequests@atlanta.k12.ga.us.

COVID-19 Vaccine Phase 1B Planning:

We need your help to ensure that we have a complete list of all employees and [eligible contractors](#) to offer COVID-19 vaccination opportunities when Georgia moves to Phase 1B (essential workers,

including education). The exact date of the 1B phase is not yet known, but it is critical that we are prepared in advance.

By COB on Wednesday February 18th, please **access the COVID Vaccine Phase 1B dashboard** in APS Graphs ([central office supervisors](#) / [school-based supervisors](#)) and **review the list of employees/staff** who report directly to you (according to HR data).

1. If there is someone on your list who is no longer employed by APS or is an [ineligible contractor](#) ® submit a removal request (link on dashboard; you will receive email confirmation)
2. If someone is missing, **search the list** to check if they are already included but reporting to someone else ® no action needed
3. If you search and their name doesn't appear ® submit an addition request (link on dashboard; you will receive email confirmation) to ensure that no one is missed during the outreach process
4. If the list is correct (all employees/staff are accounted for under you or another supervisor) ® submit confirmation form (link on dashboard; you will receive email confirmation)

Note: there may be a delay from when an add / remove request is approved to when the dashboard updates. Do not be alarmed. The email notification confirms that the request has been received and processed.

If you have any questions about this process, please email CovidVaccine@atlanta.k12.ga.us.

[How to access / log in to APS Graphs](#)

If you see this message when you log in to APS Graphs, [clear your cache](#) or use an [incognito / private browsing window](#):

