

MEMORANDUM

To: All APS Supervisors

From: Skye Duckett, Chief Human Resources Officer

Date: April 2, 2021

Subject: Supervisor Updates: Post-spring Break, Kronos Location Services, 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 March 26, 2021 and the one later today) to any of your employees, contractors and volunteers who may not regularly access email.

Today's update includes:

- Instructions for how to handle employee travel during and after spring break
- Reminders about Kronos Location Services
- Supervisor reporting procedures for employees with positive COVID tests or exposure

Post-spring Break Procedures:

As you are aware, due to expected high volumes of travel during Spring Break, APS is taking the precautionary step of transitioning to virtual instruction for the week of April 12-16. This move will help maintain low rates of COVID-19 spread in our schools and buildings. All students will participate in classes virtually, and most staff will work remotely that week (with the exception of operations staff).

It's important that you make your staff aware that if they travel over Spring Break they should self-quarantine and take a COVID test **during the week of April 12th**. Please remind your staff that location services in Kronos will be used as needed to verify the coordinates of anyone clocking in using the mobile app. Upon returning to face-to-face work and instruction the week of April 19th, employees will need to pass the worksite health screening questionnaire and are strongly encouraged to participate in surveillance testing at their worksite. As a reminder, your staff should follow the current CDC guidelines:

- Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, you are encouraged to stay home and self-quarantine for 10 days after travel.

- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.

If employees choose to travel the week April 12th instead of following the district's guidance to work from home, they will need to complete the above-referenced quarantine procedures upon their return. Self-quarantine due to travel is not an eligible reason for telework, so timekeepers will need to code employees' time off in these circumstances as sick or personal leave. For questions regarding how to handle potential employee relations scenarios arising from travel after spring break, please contact your assigned employee relations specialist.

Kronos Location Services:

Thank you to those who attended the webinar on Tuesday for training about Kronos location services. Location services is one of many tools for managing employee time and has been activated for all employee punches entered on a mobile device via the UKG (Kronos) app. Employees who do not clock in on a mobile device may use the timestamp option.

Below is a list of resources provided by Finance. Please contact the payroll department for any additional questions.

[Location Services Orientation](#)

[Frequently Asked Questions](#)

[Enabling Location Services](#)

[Accessing & Running the GPS Punch Report](#)

Supervisor Reporting Templates Reminder:

As a reminder, 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 were updated in February to include the instructions for the new online self-report form. **If you have delegated this responsibility to someone else, please share this information with them.** 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.