

MEMORANDUM**To:** All APS Supervisors**From:** Skye Duckett, Chief Human Resources Officer**Date:** December 5, 2021**Subject:** Teleworking @ APS

Thank you for your hard work and commitment while guiding your staff through these difficult times. Please be advised that a district-wide email regarding **telework and paid leave options** for the second semester was sent to all employees yesterday (see below). Employees have been instructed to notify their supervisor before submitting a telework or leave request to HR. However, supervisors will automatically be notified by email of any requests that are submitted in the SharePoint system by their employees. We worked with I.T. to make modifications to the online system that will hopefully improve the experience from the last round of telework. If you have questions about telework arrangements, please contact your school or department's [designated employee relations representative](#).

Information regarding new employee **child care support** initiatives was also sent out yesterday by email from the communications office. Sydney Ahearn and Rachel Sprecher worked really hard (thank you) to get a dedicated hotline for APS employees to find quality rated child care in their area and secured grant funding for reimbursement of costs. Please make sure that your employees who express concerns about childcare are aware of [these options](#). We do have more support coming soon...

Lastly, we are aware that the **health guidance** recently changed regarding the recommended number of quarantine days. Please see the new information from Valencia Hildreth, Comprehensive Health Services Manager, attached to this email. We are in the process of updating all of the District's guidance documents accordingly and will send a notification when it is done. We are still asking supervisors to follow the reporting procedures outlined in [this document](#) (item number 68) for reporting instances of an employee's positive test or exposure to someone with COVID-19. Thank you, Valencia, for keeping us abreast of all the latest health procedures.

From: Office of Human Resources <HROffice@atlanta.k12.ga.us>**Sent:** Friday, December 4, 2020 3:31 PM**Subject:** Teleworking @ APS

Thank you for your continued hard work and dedication on behalf of the students of APS. As we prepare for welcoming our first group of students for face-to-face instruction according to the

[reopening plans](#) shared by the Superintendent in yesterday's live [staff town hall event](#), the District has reviewed applicable policies, procedures, laws, and the job duties of each position.

This serves as official notice that school-based positions have been designated to report to work in person one or more days per week on or before January 19, 2021, based upon the nature of the work performed and equipment required to do the job. District office staff have been designated to report on or before January 11. With many months to plan, the District has purchased additional personal protective equipment, implemented social distancing and sanitization procedures, and posted signage throughout work sites. Staff safety remains a top priority and we are in a much better place of preparedness than we were when we first closed in March.

We are also supportive of and sensitive to personal life situations. If you are unable to report to work in person in January, we have many options to assist you. If you have not been previously designated as an essential employee, the duties of your position may be eligible for a new or continued telework arrangement for the second semester, depending on the reason for requesting telework. The reasons that will be considered for telework after December 31, 2020, are: employee or immediate household member is [required to quarantine](#) due to COVID-19 exposure or positive test, employee is experiencing [COVID symptoms](#), or employee is at [increased risk](#) for COVID-19 according to their doctor. *(Note: The reasons related to childcare and high-risk household members are not currently planned to continue into January due to the anticipated expiration of the Families First Coronavirus Relief Act on December 31.)* Alternatively, you may also be eligible for Family Medical Leave, use of sick or personal leave, and/or paid leave days from the District's timeshare sick leave bank. Some employees may be eligible for a workplace accommodation according to the Americans with Disability Act.

More details regarding telework can be found at <https://www.atlantapublicschools.us/teleworking>. Whether you were previously approved for telework or not, we ask that you notify the District of your need for telework or leave for the second semester that begins on January 19, 2021, by doing the following:

- Obtain current documentation of your reason for telework or leave from a medical professional or other relevant authority. For the employee's own health condition, this would be a recent doctor's note that reflects that the employee is unable to work in person on or after January 19, 2021, due to increased risk of COVID-19 and lists the medical condition(s). Documentation related to quarantine requirements may include emails or screenshots of COVID-19 test results within the past 14 days from a doctor's office or testing facility. Employees may re-submit previously submitted documents if they are still current and relevant (not expired.)
- Submit an online [request form](#) for telework or leave to Human Resources as soon as possible, but no later than Monday, January 4, 2021. Supporting documents must be included with the online form. [Click here](#) for further instructions about completing the form.
- Continue to perform job duties and remain available either remotely or in person during your normal job hours until your request is processed. Employees will not be penalized for requesting telework or leave.

We are committed to responding to telework and leave requests in a timely fashion and will refer to previously submitted telework requests where possible to expedite processing. For questions about telework, please visit <https://www.atlantapublicschools.us/teleworking> or contact the Employee Relations Department in the Office of Human Resources at OffEmpRelations@atlanta.k12.ga.us. For

questions about leave, please contact the Leave and Absences Management Department at leaverequests@atlanta.k12.ga.us. For technology assistance with accessing Office 365 for the online form, please contact I.T. Client Support at 404-802-1000.

Thank you,

Office of Human Resources

Return to Work Guidance After COVID-19 Illness or Exposure for Persons Who Are Not Healthcare Personnel

December 4, 2020

If assessing a healthcare worker, please review DPH Healthcare Worker Return to Work Guidance <https://dph.georgia.gov/document/document/dph-return-work-guidance/download>

The following guidance should be used to make decisions about “return to work” for persons who **are not Healthcare Personnel**:

- with laboratory-confirmed COVID-19;
- who have suspected COVID-19 (e.g., developed symptoms of a respiratory infection [e.g., cough, shortness of breath, fever] but did not get tested for COVID-19 and have been exposed to a person with COVID-19 or live in an area with local or widespread transmission;
- who have been exposed to COVID-19*

Return to Work Strategy

DPH recommends a time-based return to work strategy that is determined based on a person’s health status. Decisions about “return to work” for persons with confirmed or suspected COVID-19 who are not healthcare personnel should be made in the context of local circumstances (community transmission, resource needs, etc.).

Symptomatic persons who are not healthcare personnel with confirmed or suspected COVID-19 can return to work after:

- At least 10 days[†] have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

Asymptomatic persons who are not health care personnel with confirmed COVID-19 can return to work after:

- At least 10 days[†] have passed since the positive laboratory test and the person remains asymptomatic
- Note, if you later develop symptoms, you should follow the guidance for symptomatic persons above.

Asymptomatic persons who have a known exposure to a person with COVID-19 can return to work after:

- They have completed all requirements in the DPH guidance for persons exposed to COVID-19 found at <https://dph.georgia.gov/contact>

Asymptomatic persons who are not healthcare personnel, but who do work in critical infrastructure who have a known exposure to a person with COVID-19 can follow the CDC guidance for return to work:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Both CDC and DPH **DO NOT** recommend using a test-based strategy for returning to work (2 negative tests at least 24 hours apart) after COVID-19 infection for non-healthcare personnel.[‡] CDC has reported prolonged PCR positive test results without evidence of infectiousness. In one study, individuals were reported to have positive COVID-19 tests for up to 12 weeks post initial positive.

More information about the science behind the symptom-based discontinuation of isolation and return to work can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/strategy-discontinue-isolation.html>

Return to Work Practices and Work Restrictions

Persons who are not healthcare personnel who complete the above conditions and can return to work should:

- Wear a face covering if social distancing cannot be maintained in the workplace, per current CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>. Note: A facemask, instead of a cloth face covering, should be used by healthcare providers only. Cloth face coverings are appropriate for persons who are not healthcare personnel and are recommended by CDC to help prevent asymptomatic spread of COVID-19 in settings where social distancing cannot be practiced.
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette in [CDC's interim infection control guidance](#) (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms and seek re-evaluation from occupational health if respiratory symptoms recur or worsen.

CDC guidance for discontinuation of home isolation for persons with COVID-19 infection not in a healthcare setting can be used in conjunction with this guidance for returning to work and can be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

* Please find criteria for being a close contact at <https://dph.georgia.gov/contact>

‡ A limited number of persons with severe illness (those admitted to a hospital and needed oxygen) or persons with a weakened immune system (immunocompromised) due to a health condition or medication may produce replication-competent virus beyond 10 days that may

warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with a medical provider and/or infection control experts for these patients.

‡ Completing a test-based strategy is contingent upon the availability of ample testing supplies, laboratory capacity, and convenient access to testing and requires two samples taken at least 24 hours apart. If a facility requires the test-based strategy for return (**which is discouraged by DPH**), this should be done by a private physician through a commercial lab. The test-based strategy is not fulfilled by a single test, nor should it be used for screening of all persons returning to work.

December 4, 2020

Quarantine Guidance: What to do if you were exposed to someone with COVID-19

COVID-19 is a respiratory disease caused by a new virus called SARS-CoV-2. The most common symptoms of the disease are fever, cough, and shortness of breath. Other symptoms may also include fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Most people with COVID-19 will have mild disease, but some people will get sicker and may need to be hospitalized. If you have contracted the virus, symptoms may develop within 2 to 14 days from exposure. Unless precautions are taken, your health is at risk, and other people may possibly contract this disease from you.

You will be contacted by the Georgia Department of Public Health if we have determined that you have been exposed to someone with COVID-19 or if a close contact of yours supplied your information because they tested positive for COVID-19. In order to prevent the spread of disease, and help advise you if you do develop symptoms of COVID-19, please respond to the phone call from public health. Additionally, if you are reviewing this information online because you know, or believe, that you are a close contact of a COVID19 case but have not yet been contact by DPH, please follow the guidance below.

It is very important for your own safety and for the safety of others that you monitor your health for 14 days from your last possible exposure to COVID-19. The time period that you must remain at home, avoid congregate settings and public activities, and practice social distancing will depend on your situation. Please review the details below to determine your requirements for quarantine. You are required to cooperate fully with all state and federal public health authorities, including the Georgia Department of Public Health, and to follow the measures outlined below. The Georgia Administrative Order for Public Health Control Measures can be found here: <https://dph.georgia.gov/administrative-orders>.

Duration of Quarantine

If you are not sick, you agree to monitor your health for symptoms of COVID-19 during the 14 days following the last time you were in close contact with a sick person with COVID-19. A list of these symptoms can be found under “COVID-19 Testing” below. Monitoring your health includes checking your temperature twice a day and watching for symptoms for 14 days.

You will quarantine yourself at home except in case of emergency or to be tested for COVID-19. **The recommended time period for quarantine is 14 days, but you may be able to leave quarantine prior to that if certain criteria are met:**

- If you **live in a congregate setting***, you should remain in quarantine for the full 14 days since your last known exposure, even if you remain asymptomatic.
- If you **do NOT live in a congregate setting*** you can discontinue quarantine:
 - **After 7 full days have passed** since your most recent exposure occurred, if you fulfill all THREE of the following criteria:
 - **Are tested** for COVID-19,
 - The test should be a diagnostic test (PCR or antigen) and the specimen for your test may not be collected more than 48 hours before the time of planned quarantine discontinuation. If you plan to discontinue quarantine after 7 full days, this means you should not have a sample collected for a test until after you have completed 5 full days of quarantine
 - Receive a negative result,
 - You may not discontinue quarantine until you have completed a minimum of 7 full days since your most recent exposure, even if you receive your negative test result earlier. If your result is positive, you must follow DPH isolation guidance <https://dph.georgia.gov/isolation-contact>
 - Do not experience any symptoms during your monitoring period
 - **After 10 full days have passed** since your most recent exposure occurred, if you fulfill BOTH of the following criteria:
 - **Are NOT tested** for COVID-19
 - Do not experience any symptoms during your monitoring period

If you discontinue quarantine prior to 14 days, you should continue to monitor your health and follow mitigation strategies until 14 days after your most recent exposure and **isolate immediately if symptoms develop**. Mitigation strategies that should be practiced include correct and consistent mask use, social distancing, hand and cough hygiene, environmental cleaning and disinfection, avoiding crowds, and ensuring adequate indoor ventilation. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

** Congregate settings include long term care facilities, jails, prisons, shelters, etc.*

Considerations During Quarantine

- If possible, stay away from other people living in your home, especially those who are at high risk for getting very sick from COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- When you are contacted by public health, enroll in active monitoring. Through active monitoring, you will report your temperature and any symptoms to the Georgia Department of Public Health each day, either by responding to a text message or calling 1-888-357-0169 if you are unable to text.
- If you have not been contacted by public health, but feel you have been exposed to COVID-19, please call 1-888-357-0169.

- If you are a health care provider, emergency medical services worker, first responder, or other critical infrastructure worker, you may continue to work, in consultation with your workplace occupational health program and if necessary to ensure adequate staffing, if you have no symptoms, wear a mask while on duty, and remain at home at all other times. Please see more information at <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-infrastructure-sectors.html>

If you become sick, you agree to follow the guidance for persons exposed to COVID-19 who become sick at the bottom of this document.

Note: A person who has clinically recovered from COVID-19 and then is identified as a contact of a new case within 3 months of symptom onset or first positive test of their most recent illness does not need to be quarantined as discussed in this document. However, if a person is identified as a contact of a new case 3 months or more after symptom onset or first positive test, they should follow quarantine recommendations for contacts.

COVID-19 Testing

You should obtain a test for COVID-19 at least once during your quarantine. The test should be a diagnostic test (PCR or antigen) and the sample should not be collected more than 48 hours prior to the planned end of your quarantine period. As a reminder, the earliest timeframe you can leave quarantine is after 7 full days have passed since your most recent exposure. You should obtain a test earlier in your quarantine if you experience any of the following symptoms:

- Fever (measured temperature above 100.4 degrees Fahrenheit, or you feel feverish)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Call your local health department to schedule testing. You can find contact information for your health department here: <https://dph.georgia.gov/covidtesting>. If you develop symptoms of COVID-19 at any point during your quarantine period, please also follow the guidance below “What should I do if I am a close contact to someone with COVID-19 and get sick?”

If you seek a COVID-19 test during your quarantine, and you have not received results by day 14 of your quarantine, it is recommended that you do not return to work or school until those results are available. If your results are still pending after a 14-day quarantine is complete, and you decide to return to school or work, we recommend that you take extra care with prevention measures to avoid

exposure to others in case your test result comes back as positive.

If you receive a positive COVID-19 test regardless of your symptom status, you must follow DPH isolation guidelines <https://dph.georgia.gov/isolation-contact>.

How may I have been exposed?

You generally need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID-19 and you are unable to maintain 6 feet separation at all times;
- Caring for a sick person with COVID-19;
- Being within 6 feet of a sick person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period*; OR,
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.) for any amount of time.

*Recommendations may vary on the length of time of exposure, but a cumulative total of 15 minutes of close exposure can be used as an operational definition. There is not enough data currently available to know the exact duration or length of time required to result in infection. Longer exposure time likely increases exposure risk; however, the type of interaction (e.g., did the infected person cough directly in another person's face or did the infected person engage in high-exertion exercise, singing or shouting with others) and other environmental factors (e.g., crowding, adequacy of ventilation, whether exposure was indoors or outdoors) remain important in determining exposure. Individuals who are unable to maintain social distance from others throughout the day (e.g., individuals have multiple exposures to a case and either are unable to calculate total time exposed or exposure equals or exceed 15 minutes in total) will be considered a close contact. In addition, because the general public has not received training on proper selection and use of masks, such as an N95 or a cloth mask, the determination of close contact should generally be made irrespective of whether the contact was wearing a mask. If there are questions Public Health will perform a risk assessment to determine who is considered a close contact if the duration or type of contact is in question.

What should I do if I am a close contact to someone with COVID-19 and get sick?

If you develop symptoms of COVID-19 (even if your symptoms are very mild), you must stay at home and away from other people.

- Call 911 immediately if you believe you are experiencing a medical emergency. You must inform 911 that you may be sick with COVID-19 and wear a face covering.
- If it is not an emergency, but you are sick and require medical care, please contact your primary care doctor, an urgent care clinic, or your local federally qualified healthcare center.
- If you are mildly ill and do not require medical care, you can schedule testing by calling your local health department. You can find contact information for your health department here: <https://dph.georgia.gov/covidtesting>
- In order to prevent spreading COVID-19 it is critical that you follow the isolation instructions found here: <https://dph.georgia.gov/isolation-contact>

- The information provided here is not intended or implied to be a substitute for professional medical advice, diagnosis or treatment.

Return to Work and School/Child Care Guidance After Exposure

- If you are a Healthcare Worker, please follow guidance from DPH
<https://dph.georgia.gov/document/document/dph-return-work-guidance/download>
- If you do not work in a healthcare setting, please follow guidance from DPH
<https://dph.georgia.gov/document/document/dph-covid-19-return-work-guidance-after-covid-19-illness-or-exposure-persons-not/download>
- If you are returning to school or child care, please follow guidance from DPH
<https://dph.georgia.gov/document/document/return-school-guidance/download>

CDC guidance: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Contact information for the Georgia Department of Public Health (DPH): 1-866-PUB-HLTH (782-4584)