

FTCSC Staff COVID Info & Procedures

September 2020



Franklin Township Community School Corporation is committed to ensuring a safe and secure environment for our staff and students. The procedures outlined below were created after reviewing recommendations from the Marion County Department of Health and other State and Federal Government agencies.

Please review this document carefully, This document goes hand in hand with the FTCSC District Return to School Plan [FTCSC RETURN TO SCHOOL PLAN](#). The plans are only as effective as the degree to which they are followed. Because the COVID-19 virus, as well as other common viruses and illnesses, are spread through person-to-person contact, staff members who are sick should stay at home to minimize risk to others in our school community.

These recommendations are based on guidance from the Centers for Disease Control and Prevention (CDC), Indiana State Department of Health, Marion County Department of Health and other professional organizations. As has been the case since the beginning of the pandemic, these guidelines and protocols are fluid and may change at any time due to updated guidelines given from Federal, State, or Local government agencies.

Implementation of this guidance is based on what is feasible, practical, and tailored to meet the needs of FTCSC staff members, students, and the Marion County community.

STAFF SYMPTOM SCREENING AND RETURN TO WORK - Revised September 10, 2020

- **IF YOU ARE SYMPTOMATIC OR HAVE A FEVER PLEASE DO NOT COME TO WORK.** [COVID SYMPTOM SCREENING INFO](#)
 - Please follow your building/department Absence Management procedures for reporting your absences.
- **ALL STAFF MEMBERS** - Beginning Tuesday, September 15, 2020, staff members will receive an email each morning with information on self screening. If you have not been exposed to a positive COVID case and do not have symptoms, nothing further is required. This is just a daily reminder to be aware and self-screen. If you cannot answer NO to the statements, you will be asked to email Human Resources immediately using the following email address: COVID@ftcsc.org. In the email you will need to state if you have been exposed or if you have symptoms. You will be contacted by Human Resources with how to proceed. If already at work, you should return home. If you are not at work, you should not go to work and notify your supervisor of your absence and place it in the absence management system.
- COVID Return to Work Guidelines after Illness or Exposure Information [RETURN TO WORK](#)
- COVID Testing Site Information for Staff [COVID TESTING SITES](#)
 - Indiana State Department of Health Testing Sites by County <https://www.coronavirus.in.gov/2524.htm>

CLEANING AND DISINFECTION

- Increase access to cleaning supplies for each classroom..
- Increase accessibility to hand sanitizer for staff and students (at least 60% alcohol formulation necessary for COVID). Keep all sanitizer containers as they can be refilled by FTCSC.
- Staff and students may bring their own hand sanitizer provided it is clearly labeled.
- Extend bathroom breaks and/or passes for adequate handwashing.
- Clean and disinfect high-touch areas throughout the day. Implement daily processes with students and staff for following the guidelines.

CLOTH FACIAL COVERINGS AND MASKS OR FACE SHIELDS

- Cloth face coverings, masks or face shields are required for all teachers, ancillary staff, and students.
- If there are **Exceptions** to mask wearing for a staff member, documentation from a medical provider must be on file with the Human Resources Department.
- Students and Staff who do not fall into the **Exceptions** listed below will be expected to provide their own face covering, mask, or face shield.

Exceptions to Face Covering Recommendation:

1. Any staff or student with health conditions that makes the wearing of a face covering a risk to their health.
2. When staff or students are performing tasks that cannot be completed while wearing a face covering: (eating, drinking, etc.).
3. Any student who is unable to remove a face covering on their own.
4. When the wearing of a face covering or mask by a teacher is determined to impede a student's learning for students, a face shield may be considered for use by the teacher.

SOCIAL DISTANCING

- Staff and students should be seated 3-6 feet apart facing in one direction whenever possible.
- Eliminate the use of pods or table style seating as much as possible.
- Staff should maintain a 6 foot distance from other staff and students when possible.
- Staff and students who are appropriately wearing face coverings, masks, or face shields may have different social distancing expectations than those who are not.
- Nonessential visitors will not be allowed into any building. (This includes family members of staff and parents eating lunch with their child.)
- Attendance incentives for staff will not be used.
- While entering and exiting large areas such as cafeterias, auditoriums and gymnasiums special emphasis on reducing crowding in the space should be utilized cautiously to ensure social distancing.
- Situations may exist where face coverings will be worn. Any small group work, demonstrations, collaborative activities, group meetings or other times where social distancing is not possible or close contact could occur may require face coverings to be worn.

REASONS FOR EXCLUSION & RETURN TO WORK - Revised September 10, 2020

Linked here are the COVID Return to Work Guidelines after Illness or Exposure Information from the Indiana Department of Health. Please use these guidelines when determining the need to stay home and when able to return to work. [COVID EXPOSURE GUIDELINES FOR EXCLUSION & RETURN TO WORK](#)

REPORTING CASES AND MISSING WORK - Revised September 10, 2020

- Staff members should contact the Human Resources Department at COVID@ftcsc.org regarding positive cases or exposure.
- Staff members will be given specific guidance on next steps to take for a positive case or exposure.
- Time off for absences due to COVID may be covered by the Families First Coronavirus Response Act (FFCRA or Act). [FFCRA POSTER](#)
- For further information regarding FTCSC FFCRA Information please go to: [FTCSC FFCRA Information](#)
- [Family Medical Leave Information](#)

SOCIAL-EMOTIONAL WELL-BEING

We recognize the importance of providing students and staff with extra social and emotional support as they return to school this year. Expect to see special welcome activities, extra time for building relationships and establishing new routines, and a focus on coping strategies.

All FTCSC staff members are eligible to participate in the Employee Assistance Program. This is a free service provided to all staff members in the district. [EAP INFORMATION](#)

Where Can I Go for Mental Health/Social Emotional Support?

Each school counselor in the district is available to assist families in need. Resources include, but are not limited to: Community Mental Health Centers, Conscious Discipline activities, Botvin Lifeskills, links to self-regulation and de-escalation activities, and financial and community resources. This plan follows the *IDOE 's Roadmap for SEL Re-entry*.

- Staff Professional development is provided to ensure staff acquire the knowledge to support social and emotional needs for our students and families.
- School counselors will monitor student needs through ongoing communication with staff.
- School mental health providers and counselors will be available to students and families in need of extra support to deal with grief and closure arising from what was lost at the end of last school year.

[Family Financial Resources](#)

[Social Emotional Learning Resources](#)

[Mental Health Resource List](#)

What if I Don't Have Access to the Internet?

Please remember a smart phone will normally have access to the internet. Contact the Human Resources Department for direction on how to access.