

FTCSC Staff Return to Work Information

July/August 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, as well as after a careful review of both staff and parent survey data.

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. At the end of this document are **Frequently Asked Questions (FAQ)** that can assist with answering further questions. **Please note, staff should speak to the building level administrator or department supervisor regarding building or department specific questions.** Always feel free to contact the Human Resources Department.

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.

OPENING DATES

- FTCSC will proceed with pre-established opening dates and follow the [BOARD APPROVED CALENDAR FOR 2020-2021](#).
- FTCSC Teacher and Student Day Hours [SCHEDULE](#)
- Classified Staff Return and End Dates [SCHEDULE](#)

STAFF SYMPTOM SCREENING AND RETURN TO WORK

- **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.
- **CLASSIFIED STAFF** - Staff members will be asked to screen themselves when clocking in to the time clock. If you answer YES to the assigned statement you should clock in. If you cannot answer YES, notify your supervisor for further instructions. Hourly staff that use the time clock will no longer need to complete any other screening form. [DIRECTIONS FOR SCREENING WITH CLOCK IN](#)
- **CERTIFIED STAFF** - Staff members are asked to use the following link to screen themselves daily prior to coming to work. If you do not answer NO to the assigned questions you should not come to work and notify the supervisor. [FTCSC COVID SCREENING FORM LINK](#)
- Staff will be contacted by the Human Resources Department with information on Family's First CoronaVirus Act (FFCRA) and Family Medical Leave Act (FMLA).

- 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 sixth grade or higher.
- 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.

TRANSPORTATION DEPARTMENT

- Bus Drivers should wear a face covering during loading and unloading. Monitors should wear a face covering when social distancing is not feasible.
- Students should have assigned seating and wear face coverings.
- Staff and students should be spaced apart as much as is feasible.
- Students are expected to wear a face covering or mask during transportation.
- Windows should be open for cross ventilation as weather permits.
- Students in the same household should sit together.
- School Buses will be sanitized and disinfected daily.

STAFF AND STUDENT HEALTH AND SAFETY

- Each school will provide a designated area where symptomatic staff or students can wait separate from the clinic area.
- Water fountains will be turned off except for bottle refill stations and staff are encouraged to bring their own bottled water.
- No food should be brought into buildings to be shared with other staff members and no pitch-ins should take place.
- Each school will limit the number of items that need to be shared between staff and students. Each staff member and student should have their own designated supplies.
- Each staff member should practice frequent handwashing and hand sanitizing at the minimum: upon arrival at work, before and after breaks, before and after eating, and after using the restroom.
- It is required that all staff who are sick to be fever free for at least 72 hours before returning to work.
- Staff who travel to multiple locations will be encouraged to try and reduce their travel between multiple schools in any one day to the greatest extent possible.

POSITIVE CASES

COVID POSITIVE – SYMPTOMATIC

- If an individual is COVID Positive they will be excluded from work.
- An individual will be permitted to return to school if at least 72 hours have passed since his/her recovery (defined as resolution of fever without the use of medications and improvement in respiratory symptoms) AND 10 days have passed since symptoms first appeared.

ASK THESE THREE QUESTIONS: (ALL YES, OK TO RETURN)

1. Has it been at least 10 days since the individual first had symptoms?
2. Has it been at least 3 days since the individual had a fever?

3. Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?

COVID POSITIVE – ASYMPTOMATIC

- If an individual is COVID Positive they will be excluded from work.
- An individual will be permitted to return to work 10 days from the positive test provided no symptoms have developed.

NO COVID TEST – SYMPTOMATIC

- If an individual is exhibiting symptoms of COVID but has not been tested, s/he will be excluded from school.
- An individual will be permitted to return to school if at least 72 hours have passed since recovery (defined as resolution of fever without the use of medications and improvement in respiratory symptoms) AND 10 days have passed since symptoms first appeared.

ASK THESE THREE QUESTIONS: (ALL YES, OK TO RETURN)

1. Has it been at least 10 days since the individual first had symptoms?
2. Has it been at least 3 days since the individual had a fever?
3. Has it been at least 3 days since the individual's symptoms have improved, including cough and shortness of breath?

REPORTING CASES AND MISSING WORK

- Staff members should contact the Human Resources Department 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.

FAQ - Revised 7/28/2020

Who do I contact if I believe I have been exposed to COVID-19?

All staff members should contact Melinda Abel in Human Resources melinda.abel@ftcsc.org and she will advise of next steps to take regarding exposure or possible exposure. Please do not contact the school nursing staff as they oversee student illness.

When is the first day for staff to report?

Teachers will return on Thursday, July 30, 2020. Classified staff will return based on the schedule above. Students will return online on Monday, August 3, 2020 and to school buildings on Wednesday, August 5, 2020. Note, half day preschool will begin August 10, 2020.

Where will I complete Online Learning or eLearning?

Unless told otherwise by your supervisor, online and elearning will be completed in your school building in your classroom.

When should Instructional Assistants report to work?

Instructional Assistants should report to their assigned school building on Monday, August 3, 2020.

Am I considered an "Essential Worker" under the Governor's orders?

Yes, all school staff members are considered "Essential Workers".

How does this affect pay dates?

The school start dates do not affect the pay dates for the year. The calendar of pay dates can be found on the web page under Human Resources.

Will back to school nights, ice cream socials and textbook pick-up events still occur?

Students in K - 6 will NOT have back to school nights, ice cream socials or textbook pick-up. Students will be able to look up their class schedule and preliminary class list in Infinite Campus on Thursday, July 24th. FCJH and FCHS will hold textbook pick-up days. Information will be sent out to parents and staff in school newsletters.

What if Marion County Public Health Department (MCPHD) closes school?

Certified staff will transition to online learning. The school district will work through alternative plans and notify classified staff of the plans as they are rolled out.

Do we get the Ten(10) Federal Days of COVID leave if a staff member must quarantine?

The FFCRA information (listed above) outlines what is available to staff for COVID leaves.

What if a staff member must quarantine more than once in the school year? Do they have to take their sick days? What if they do not have enough sick days?

The FFCRA information (listed above) outlines what is available to staff for COVID leaves. Once the 10 FFCRA days, staff would use paid time under our leave procedures and FMLA.

What is the exact protocol if a student tests positive in a classroom?

The Marion County Health Department is notified of the positive case and the district will work with the staff members and students affected to obtain testing.

Can a staff member request a COVID or antibody test be done?

If there is exposure to a positive case in a school building the Health Department will be providing assistance. Most COVID testing is being completed at no cost and at some locations without a doctor's order. If the test is due to exposure in the workplace the Human Resources Department will work with staff to obtain testing. If not due to work the staff member is responsible for their own testing. Please keep in mind that if a staff member is covered by the District HSBT insurance, COVID testing is covered through the insurance at no cost. For COVID Antibody testing individuals will need to refer to their personal health coverage to see how this is covered.

What are the outbreak number of cases that will result in a school shutdown?

This is entirely up to the Marion County Health Department who is monitoring the incident rates. MCHD has not released specific numbers on when closures will occur.

What is the difference between a sanitizer/cleaning and disinfecting services?

Sanitizing/cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning it, it can further lower the risk of spreading infection.

Can I bring in my own disinfectants?

Yes, you can bring in the following approved:

- Lysol Disinfecting Wipes
- Professional Lysol Brand III
- Clorox 4 in One Disinfecting Spray
- Clorox Disinfecting Wipes

Can I bring in a disinfectant that is not on the above list of approved disinfectants?

Before you can bring in a disinfectant that is not on the list above, you will need to email Terri Levy, terri.levy@ftcsc.org for approval.

Can I change the sanitizer FTCSC provided me with disinfectant?

Yes, please contact your building custodian.