

Substitutes / Frequently Asked Questions

This FAQ sheet will be updated as new information becomes available.

Will substitutes be able to work from home as part of the Virtual Learning Program?

No. Substitutes will be expected to work from the school building.

Will substitutes be responsible for taking student temperatures?

Substitutes may be asked to take student temperatures. KCS has provided each school one thermometer for every 40 students. In order to get students into classrooms most efficiently, a variety of staff members may be asked to facilitate temperature screens.

Will substitutes get a duty-free lunch break?

Substitutes working for a full day will be provided a duty-free lunch period. To ensure proper social distancing and other safety precautions, the lunch period may be required to be taken in an assigned location. A staff member will relieve the substitute for the duty-free lunch if students remain in the classroom.

Will substitutes be screened for health symptoms every day?

Each substitute should self-screen before reporting for work. Substitutes should ask, have you within the last 14 days:

- Been told to quarantine or isolate by a medical provider or health department?
- Had close contact with someone who has COVID-19?
- Experienced any COVID-19 symptoms?
 - Fever/chills
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - diarrhea

If the answer to any of the above questions is yes, the substitute must notify the principal of the school at which they have accepted a job.

A substitute with fever and no other symptoms must be fever free without the assistance of fever-reducing medications for 24 hours before returning to school.

A substitute with fever and COVID-19 symptoms must remain home for 72 hours and have met the criteria to discontinue home isolation and have consulted their primary care provider.

If a substitute is quarantined because of exposure to COVID-19, will that substitute be able to accept a substitute job?

No

Will substitutes be restricted from international travel?

Substitutes that choose to travel internationally may not return to a KCS location for 14 days upon return to Tennessee.

Will KCS notify substitutes if someone at their school they have recently been in tests positive for COVID-19?

KCS will notify school employees when someone that had been present at their school tests positive. The Knox County Health Department will notify employees individually if they were at risk of exposure to the COVID-19 virus.

Will KCS pay for COVID-19 testing?

The Knox County Health Department will provide free testing. More information is available at [this link](#).

What if a substitute is not comfortable returning to a school building in August?

A substitute may remove his/her name from the substitute list for one semester with no penalty. At the end of the first semester, the substitute will be put back into the active substitute list unless opting to remove himself/herself permanently. Please contact Lorin Bradley at lorin.bradley@knoxschools.org by July 31, 2020 to make this selection.

What safety precautions will be in place?

Substitutes should reference the reopening plan released on July 15 to review safety precautions. Additionally, each school may have additional safety precautions in place.

What will be expected of substitutes to assist with disinfecting and social distancing?

Mitigating the risks presented by COVID-19 will be a collaborative effort. All staff and substitutes may be asked to do additional duties within reason to decrease the probability of transference of the COVID-19 virus.

What should substitutes do if they feel unsafe because of health and safety actions at a school?

All concerns should be reported to the Human Resources Department. Please email Jennifer Hemmelgarn or Adam Parson if concerns arise.

Can an immuno-compromised substitutes have autonomy to require masks in the room to which they are assigned for the day?

All employees and substitutes will be required to wear masks when not in their assigned area and are strongly encouraged to wear masks continuously throughout the day. Teachers/substitutes may require students to wear masks.

How is social distancing going to be handled in classrooms with large numbers of students where tables are used for desks? In many classrooms, students are already seated as far apart as possible.

With nearly 12,000 students requesting a remote instruction option, there will be greater flexibility to ensure fewer students are in each classroom. Care will be taken to construct a master schedule that limits the amount of students in a class when possible. This, however, may limit the variety of classes that can be offered to students.

Will Personal Protective Equipment be purchased for substitutes?

Yes.

Will substitutes have to sign a waiver to teach in person?

No.

Will students or staff who exhibit symptoms be required to show a negative COVID-19 test to return to work / school?

Students or staff/substitutes will not necessarily be required to produce negative test results to return to school. Please reference the plan and supporting documents released on July 15 (<https://www.knoxschools.org/Page/22060>).

Will cleaning supplies be provided to teachers if parents are unable to send them as part of school supplies?

Teachers/substitutes will have access to appropriate cleaning supplies.