School-Based Workforce Management Plan

Families will have two options for enrollment for the 2020-2021 school year.

1. In-person and on the school campus to the greatest extent possible and while reasonably able to protect the health and safety of our students and staff.
2. A virtual learning program for families who are not comfortable with a return to the classroom.

Those who enroll in the virtual learning program will continue as planned regardless of COVID-19 conditions. For other students, the district has created three primary models in preparation for the upcoming school year:

1. On-campus learning with standard operating protocols
2. On-campus learning with increased COVID-19 safety protocols
3. Virtual/remote learning only

1. Educator work schedules
   a. Staff should follow the standard operating procedures for their school.

2. Educator work schedules
   a. All educators, whether teaching in person or through virtual learning, will be expected to work from the school building
      i. Each school may use discretion to stagger employee schedules for coverage required to implement COVID-19 related procedures.
   b. All employees will be required to wear masks when not in their assigned area and continuously throughout the day when physical distancing isn’t possible and unless there is a medical condition preventing it. (Example: when entering the building and walking to classroom, teacher will be required to wear a mask; when leaving room to make copies, teacher should wear a mask; etc.)
   c. Employees will have their temperature checked each day upon arrival. Staff with a temperature of 100.4 F or greater must be sent home or isolated until they can leave.
      i. Fever without COVID symptoms – Employees must be fever-free without the assistance of fever-reducing medications for 24 hours before returning to school.
      ii. COVID symptoms and fever – Employees must meet the criteria to discontinue home isolation and have consulted with their primary care physician (PCP) or
Knox County Health Department before returning to work. A note from their PCP or Knox County Health Department is required.

d. Each employee should self-screen before reporting for work. (See below)

e. Employees will no longer congregate in common areas. Employees report directly to assigned area upon entry into the building.

f. Employees will be provided a duty-free lunch period (to be taken in an assigned location, if they are unable to take the lunch in their classroom). A staff member will relieve the teacher for the duty-free lunch if students remain in the classroom.

g. Large group meetings/events previously held in person should be moved to a remote setting if not able to maintain social distancing: staff meetings, professional development, etc.
   i. Provide a maximum number of people in small group meetings based on Tennessee Pledge.

3. Educator work schedules
   a. If the school building closes for a COVID-19 related reason, the staff and students will participate in virtual learning. Employees will be expected to work remotely supporting virtual learning during the first day of a school closure for a COVID-19 related reason unless directed otherwise. After the first day of closure, staff will receive instruction on whether to report to the building or continue working remotely during the closure.
      i. A determination of whether to close a school building will be decided with input from district leadership, KCS Health Services, and the Knox County Health Department.

4. Educator staffing and leaves of absence – ALL
   a. Leaves of absence will be processed in the same manner as in previous years
   b. Employees who wish to take a leave of absence should submit all required paperwork. Employees should contact Lori Busby with any questions related to leaves of absence (lori.busby@knoxschools.org)
   c. Allow for teachers to apply for admin leave without pay to take a ½ year off.
   d. Deadline to let Human Resources know if you plan to take a leave of absence for the 2020-2021 school year: July 24, 2020.
   e. Employees who choose to travel internationally may not return to work for 14 days upon return to Tennessee, and should contact Lori Busby (lori.busby@knoxschools.org) (https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html). Employees may use any available accrued leave days during the period of the quarantine.

5. Substitutes
   a. Schools are encouraged to only use substitutes when absolutely necessary
      i. Substitutes will not be expected to conduct virtual learning.
      ii. Each teacher conducting a virtual learning course should have a planned emergency asynchronous lesson plan to be used in their absence. A teacher on planning may be used to briefly begin and monitor the class.
b. Once in the building, substitutes should follow the same rules as regular employees (school procedures, self-screen, temperature check, staggered schedule, etc.)
c. Each school to prepare list of procedures specific to the school to give to substitute upon entry in the building

6. Substitutes
   a. Substitutes will not be used for virtual learning during red days. All teachers should include virtual lessons that may provide student instruction in the event of a short (1-2 day) absence. Students may participate in an alternate virtual classroom in the event of a teacher absence.

7. Reporting of Concerns – ALL
   a. Report any concerns to administrator/supervisor
   b. Report a positive COVID-19 test result to Human Resources (or school administrator/supervisor) immediately
   c. All employees to report to administrator/supervisor any out of state travel

8. Evaluations – ALL
   a. Evaluations will proceed as normal unless otherwise directed by the State Board of Education
   b. Observation pacing will be set by Level of Effectiveness score from 2018/2019. (No LOE was generated for 2019/2020 school year).

Self-screen for Employees to Complete Each Day
Ask, have you within the last 14 days:
   1. Been told to quarantine or isolate by a medical provider or health department
   2. Had close contact with someone who has COVID-19
   3. 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, employee must notify their supervisor.