

KCS CONNECT

Fall 2020

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.

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 $\frac{1}{2}$ 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
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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.