

FACE-TO-FACE CLASSROOM GUIDANCE FOR STAFF



COBB COUNTY
SCHOOL DISTRICT

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WORK SCHEDULES

As a reminder, the work schedules for employees for the 2020-2021 school year are posted [here](#).

ELEMENTARY/SELF-CONTAINED SPECIAL EDUCATORS/DISTRICT STAFF	PRINCIPALS/SUPERVISORS
<ul style="list-style-type: none">• All elementary school staff and PreK-12 low-incidence special education staff are expected to work from the building/worksites on September 21, 2020.• All safety precautions (symptom screening, sanitizing protocol, social distancing, mandatory masks, etc.) will be in place daily.	<ul style="list-style-type: none">• Communicate with your staff that safety precautions, as outlined by health officials, will be in place.• If an employee has concerns about working in the building, these are the options that can be presented:<ul style="list-style-type: none">• Apply for Family Medical Leave Act (FMLA), if he/she meet qualifications.• Apply for accommodations through the Americans with Disabilities Act (ADA), if he/she meet qualifications.• Direct employees to leaves@cobbk12.org to request information/initiate FMLA or ADA.
<h3>MIDDLE</h3>	
<ul style="list-style-type: none">• All middle school staff are expected to work from the building/worksites on October 5, 2020.• All safety precautions (symptom screening, sanitizing protocol, social distancing, mandatory masks, etc.) will be in place daily.	
<h3>HIGH</h3>	
<ul style="list-style-type: none">• All high school staff are expected to work from the building/worksites on October 22, 2020.• All safety precautions (symptom screening, sanitizing protocol, social distancing, mandatory masks, etc.) will be in place daily.	

LEAVE OPTIONS

Employees have leave options for which they may qualify if certain criteria are met. Through the links provided below, details are available regarding these leaves. It is important to read through each link thoroughly, especially the Families First Coronavirus Response Act (FFCRA), as it outlines qualifying reasons for leave related to COVID-19 and paid leave entitlements. Employees wishing to apply for leave need to contact Human Resources at leaves@cobbk12.org.

For more information about the Family and Medical Leave Act, click [here](#).

For more information about the Families First Coronavirus Response Act, click [here](#).

HUMAN RESOURCES

COVID-19 FAQ



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HUMAN RESOURCES COVID-19 FAQ

If an employee is considered part of a high-risk population, as defined by the Georgia Department of Public Health, what steps should be taken?

The employee should meet with their direct supervisor and discuss what safeguards are in place, or can be put in place, to maximize safety. If concerns cannot be addressed at the local worksite/school, reach out to Human Resources for additional considerations: leaves@cobbk12.org.

Would an employee who is afraid of coming to work and contracting COVID-19 be eligible for paid sick leave?

No. An employee's concern for contracting the virus is not included within the six allowable reasons for leave. The employee, however, may be eligible for leave under another employer policy (such as a leave of absence, accrued vacation, etc.) as per the requirements of that policy.

If an employee's fear, however, is related to a serious health condition, he/she may be eligible for traditional Family Medical Leave (FMLA). Normal notice and certification procedures would be followed for that determination.

Are married spouses working for the same employer entitled to 12 weeks of FMLA leave (each) for childcare or must they split the 12 weeks as with traditional FMLA leave?

The Families First Coronavirus Response Act (FFCRA) is silent on this matter. It simply states that an employee will be eligible for leave "due to a need for leave to care for" his or her child, and the Department of Labor (DOL) may decide to split the leave between parents. In some situations, both parents may be needed to care for a child. But in situations where one parent may suffice, employers may be able to limit the entitlement to 12 weeks between parents working for the same employer.

If an employee takes FMLA leave for his or her own serious health condition related to COVID-19, is the employee eligible for this new category of paid FMLA leave?

No. The new paid FMLA leave entitlement is for one reason only—to care for a child whose school or place of care is closed or whose caregiver is unavailable due to COVID-19-related issues.

Such an employee would, however, likely be eligible for up to 10 days of emergency paid sick leave if:

1. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
2. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Emergency paid sick leave may be used to care for an individual who is subject to either the first or second allowable reason for paid leave. Who qualifies as an "individual"?

"Individual" means an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he/she self-quarantined or was quarantined. Additionally, the individual being cared for must: (a) be subject to a Federal, State, or local quarantine or isolation order as described above; or (b) have been advised by a health care provider to self-quarantine based on a belief that he/she has COVID-19, may have COVID-19, or is particularly vulnerable to COVID-19.

What will happen if there is a confirmed case of COVID-19 in the Cobb County School District?

We will continue to follow the guidance of the Georgia Department of Public Health including the steps needed to keep our students and staff safe and healthy, which is always our top priority. All decisions will be made in coordination with public health officials.

Are absences due to the coronavirus covered by the Family and Medical Leave Act (FMLA)?

The Families First Coronavirus Response Act (FFCRA) allows an employee to take paid FMLA leave if he/she cannot work (or telework) because their minor child's school or childcare service is closed due to COVID-19.

Infection with the coronavirus would also likely qualify as a "serious health condition" under the FMLA, allowing an employee to take FMLA protected leave.

What do I do when a child, teacher, or staff member with symptoms, but no positive test, has not been linked to a positive case?

When a student, teacher, or staff member has symptoms, he/she should immediately be sent home and the school's existing illness management policy should be implemented (e.g. the person cannot return until symptom-free for 24 hours without fever reducing medications). **Exceptions:** If a healthcare provider suspects COVID-19, he/she should remain out of school and follow the "Return to School and Child Care Guidance After COVID-19 Illness or Exposure" guidance from the state of Georgia.

What do I do when a child, teacher, or staff member shows symptoms and has a positive test?

As found on Cobb and Douglas Public Health Department guidance, the following home isolation instructions must be followed:

- Stay home except to get medical care
- Separate yourself from other people and animals in your home
- Wear a face mask
- Appropriate hygiene
- Avoid sharing household items
- Clean "high-touch" surfaces frequently
- Monitor your symptoms
- Specific direction, guidance, and communication will be provided by the Department of Public Health or the Cobb and Douglas Public Health Department once a child, teacher, or staff member tests positive

QUARANTINE PROCESS FOR STUDENTS & STAFF



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QUARANTINE PROCESS FOR STUDENTS AND STAFF

- Notify school/supervisor immediately
- You will receive information regarding quarantine
- It is recommended that close contacts of a positive student/employee wait 10-days from last date of exposure to be tested unless symptoms develop sooner

Close Contact – Less than 6 feet for more than 15 minutes during the positive student/employee's infectious period.

Quarantine Period (for close contacts of a positive student/employee): 14-days from date of last exposure, regardless of obtaining a negative test result during the 14-days.

If you are named a close contact to a positive case or are a positive case, follow Georgia Department of Public Health (DPH) guidelines for a positive case or contact the Georgia COVID-19 Hotline at **1-844-442-2681**.

If you have tested positive for COVID-19:

- Notify school/supervisor immediately
- You will be informed to isolate

Discontinuing home isolation if you had symptoms:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed since last fever without the use of fever-reducing medications, and
- Symptoms (e.g., cough, shortness of breath) have improved

Discontinuing home isolation if you did NOT have symptoms:

- At least 10 days have passed since the positive laboratory test and the person remains asymptomatic
- If you later develop symptoms, you should follow the guidance for symptomatic persons above

Asymptomatic persons who have a known exposure to a person with COVID-19 without appropriate PPE can return to school or childcare after:

- They have completed all requirements in the DPH guidance for persons exposed to COVID-19
- Of note, if a person is tested for COVID-19 during the 14-day quarantine period, a negative test result would not change or decrease the time a person is quarantined