Re-entry Questions and Answers

GENERAL

When will essential pay end?

Essential pay for all District employees will end on August 3, 2020.

What can I do if I feel I cannot report to the workplace on the established date?

Any employee who cannot report to work on the established date can request an Alternate Work Arrangement (AWA) with their supervisor, request an ADA accommodation or file for any federal protected leave as applicable through those established processes. For more information, visit https://dallasisd.org/benefits or email HumanCapitalManagement@dallasisd.org.

Where can I find information regarding an Alternate Work Arrangement (AWA) and requesting to work remotely?

Please read the AWA Guide at https://dallasisd.org/benefits or contact Benefits at benefits@dallasisd.org.

When will Construction Services report back to the work site?

Construction Services employees will report back to the work site each workday beginning on August 3, 2020. For additional information, see the revised 2020-21 start and end dates.

When will Food Child Nutrition Services employees report back to work?

FCNS employees will report back to the work site each workday based on the dates included in the revised 2020-21 start and end dates.

When will Information Technology staff report back to work?

Field based hourly staff will report back to the work site each workday beginning on Aug. 3, 2020. For additional information, see the revised 2020-21 start and end dates.

The staff in this group include:

Org 871:

- Telecom Technicians
- Network Technicians
- Network Engineers
- Quality Specialist
Org 816:

- Desktop Support
- Support Technician
- Supervisor Area Support

**When does Maintenance and Facilities Services staff report back to the work site?**

Maintenance and Facilities Services employees will report back to the work site beginning on Aug. 3, 2020.

**When will Police and Security Services report back to work?**

Dallas ISD Police Department employees will report back to the work site each workday based on the start/end dates listed beginning on Aug. 3, 2020. Campus security will report back to work based on the revised 2020-21 start and end dates.

**When will Student Transportation Services employees report back to the work site?**

Student Transportation Services employees who work 185 days will report back to the work site each workday based on the dates included in the revised 2020-21 start and end dates. Transportation employees who work 226 days will report to their respective worksites on August 3.

**Will hourly employees be required to clock in and out?**

Yes. Hourly employees and rehired retirees must check in and check out by using one of the following procedures:

- Biometric clock
- Onsite computer workstation (Payroll will share more information about this option in the coming days.)
- Attendance form

**Will central staff be able to leave the office for lunch?**

Employees are encouraged to take a working lunch and will be compensated for this time, which will be considered part of normal work hours. This will reduce the need for staff to leave for lunch, receive food deliveries, or interact with lobby and elevator traffic. It will reduce the need for additional pre-screening upon re-entry to the building and will maximize employee safety. Employees who require a non-working lunch break should check in and out for that time and should report earlier to ensure the required working hours are completed.

**Can employees do a working lunch and leave early?**

The supervisor and the employee may agree to a working lunch. For non-exempt monthly and biweekly employees that have been approved to work through lunch, it is critical that the approver sends a message to notifypayroll@dallasisd.org to request the removal of the lunch break. The information they need to send will be
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the ID number, name of employee and the effective date that they will start working thru lunch in order for the employees to be paid correctly. For non-exempt employees, the approver will need to adjust the work hours in Manager Self-Service (MSS). Updating the exempt start and stop times is optional. The approver can change them to reflect the times without a lunch deduction but would need to update it later when employees begin taking their lunch breaks again.

Should staggered report and departure times still be used?

Yes. Supervisors should utilize staggered report times where feasible to minimize congestion at prescreening stations, hallways and elevators. This should continue until the epidemic is over.

For new employees that opted for 13 checks to start in August, will the delayed start calendar impact their first check?

No, the delayed start will not impact the timeline for the first check.

COVID-19

STAFF / STUDENT ACCOMMODATIONS

Where do I find information on the District Re-Entry plan?

Please see more information on re-entry here: https://www.dallasisd.org/educationevolution.

How will schools get substitutes during this time when there is already a shortage? Many subs are also in the high-risk category due to age.

Dallas ISD currently has 2,086 active substitutes as of July 23, 2020. The substitute pool currently consists of over 100 new substitute applicants as of July 23 who have applied for the 2020-2021 school year and that continues to increase every day. Dallas ISD onboards about 75 substitutes biweekly throughout the school year to continue to add to the sub pool and meet the District’s needs. In collaboration with the Dallas ISD Professional & Digital Learning Department, substitutes will receive training on digital platforms (remote learning) to ensure all classes are covered in the absence of the teacher. Substitutes will also receive the Health & Safety training provided by the District. HCM has implemented a marketing and recruitment plan for substitute teachers as in our annual process in HCM starting in July.

If a substitute teacher in multiple schools is confirmed to have COVID-19 who would need to be quarantined?

The District will utilize the guidance provided by Dallas County to determine who is considered to be a close contact. Those determined to be in close contact will be given further instructions.
Is any consideration made for staff who cannot limit exposure due to living with essential personnel, like law enforcement, medical, or grocery employees? What about students who live with essential personnel?

Health Safety procedures and use of PPE should be used appropriately. If any person that you live with tests positive for COVID-19 or shows symptoms, please notify Health Services to begin the tracing process by utilizing the Contact Tracing Form.

When deciding which teachers qualify to teach remotely due to elevated risk, who determines the parameters of what counts as higher risk? A doctor? The insurance company? A building administrator? Other?

Documentation from a certified health profession will be submitted to the Benefits Department for review.

Will students & teachers receive proper PPE training prior to opening of schools?

Yes, online training modules for health safety protocols will be provided. Additionally, all students and staff members will be provided with appropriate PPE and there will be increased and intensified cleaning of all work sites to protect staff and students.

Will the District provide PPE to all staff?

Yes, the District will provide all required PPE, including but not limited to non-contact thermometers, masks, face shields, gloves, cleaner, wipes, hand sanitizer etc.

What cleaning safety processes will be in place at the campuses and central staff locations?

The District will enhance daily cleaning of all facilities, with special attention to specific high use areas such as door handles, knobs, and buttons. Daily cleaning will utilize the safest and most effective products as approved by the Centers for Disease Control and the Environmental Protection Agency (EPA). The district will establish an operational strategy to prevent the spread of COVID-19 that includes requiring each school to apply GermBlast on a weekly basis.

Where can I find information on the Dallas ISD Contact Tracing process?

Information can be found by contacting Health Services or by following the links below:

- Contact Tracing Information (downloadable PDF)
- Contact tracing video

I submitted a Contact Tracing report, but I need to make changes, what do I do?

Contact Health Services at (972) 925-4211 or COVID19@dallasisd.org.
If I feel I have been exposed and want to get a COVID-19 test, where can I get tested and how much will that cost?

COVID-19 testing information is available at [https://www.dallasisd.org/benefits](https://www.dallasisd.org/benefits).

Are teachers going to be required to be tested on a regular basis as a requirement for working? Do we have access to that type of testing force?

COVID testing will not be a requirement on a given schedule but staff are required to prescreen for COVID related symptoms, including fever, before coming to the work site and will be screened upon entry to the work site as well. All staff are also required to complete a health safety training in Cornerstone to return to the work site that covers District safety expectations and pre-screening processes.

Will there be a limit to how many students one (elementary specials) teacher should be exposed to (teach in person in the same room) each day, each week, and in total? There are clear limits on how many students should be in a room with each other, so what about the number of students per educator?

At the elementary level, our ratio of 22:1 should work. We have plexiglass dividers for 8 students, then the rest can be 6 ft. In addition, without any plexiglass our classroom capacity ranged from 17-19 at 6 ft. apart.

At the secondary level, the District is providing each student with a portable plexiglas guard, and they will also have face shields. In addition, the District is offering the hybrid model (students physically attend 2 days a week and attend 3 days remote) or the student can elect to be 5 days remote. Therefore, the high school campuses will not be at capacity. At the middle school level, the District is providing portable plexiglas guards and face shields for each student. The students will have face-to-face or remote as options. Because some students will select the remote option, the District does not anticipate changing the ratio of 1:25.

As far as specials (elective) classes, the same safety guidelines would apply in terms of safety. Teachers should anticipate a group an hour. The exact number of students will depend on the number of students that are face-to-face vs. remote in grades PK-8 and then hybrid at grades 9-12.

How will the District ensure that parents do not send ill students to school?

Parents will be encouraged to prescreen their child each morning for symptoms such as fever, sore throat, cough, etc. prior to sending them to school. Our graphics package and safety videos promote caring for self is caring for others by covering our cough, wearing a mask and staying home when ill. In addition, parents will be reminded to keep contact numbers current in the event they need to be reached during the school day. In addition, the District will also screen all students as they enter the building.

What resources are available for staff members that are experiencing stress or anxiety related to returning to work?

The Benefits Department offers wellness programs to assist staff with stress related issues and provides tips for handling stress through Lifeworks Employee Assistance Program (EAP). The EAP provides support, referrals, and
resources related to the management of stress. For more information, visit www.dallasisd.org/benefits or call (972) 925-4300 or email benefits@dallasisd.org.

How will teachers with pre-existing conditions be protected?

All staff members will be provided with PPE. Increased and intensified cleaning of all work sites to protect staff and students will also be provided regularly. Employees may apply for and be considered for an alternate work arrangement to work remotely, an ADA accommodation or apply for a leave as appropriate based on their individual circumstances.

Does the District have enough cleaning/disinfecting sanitizing supplies to meet District needs in our classroom and offices?

The District began securing sufficient PPE for students and staff, as well as appropriate cleaning supplies, in May and has ample supply to meet our needs.

Will everyone have temperature checks prior to entering the school building?

Yes, both adults and students will have temperature checks when entering the building.

Will there be waivers relinquishing schools and teachers from being sued due to other kids possibly exposing other students in the classroom?

The District has broad governmental immunity. A waiver for schools or teachers is not necessary as the District is immune from liability under the Texas Tort Claims Act for any tort claims not involving a motor vehicle. See Tex. Civ. Prac. & Rem. Code § 101.051. Therefore, any claims filed against an individual school and/or teachers for exposure to COVID-19 is a claim against the District and will be dismissed for lack of jurisdiction.

QUARANTINE / SELF ISOLATION

What is the impact on a staff member’s PTO if a staff member is forced to quarantine after close contact with a COVID positive student/staff member? What if a staff member must quarantine multiple times in a school year?

In the event of an exposure to a COVID positive student or employee, staff members will adhere to guidance from the CDC and the local public health authority (DCHHS) unless advised otherwise by their healthcare provider. If it is determined that a teacher/staff member was in close contact with a COVID-19 positive individual, the teacher/staff member will need to quarantine for 14 calendar days. If the employee can do the essential functions of their job while in quarantine, the employee may qualify for an alternative work arrangement. Eligible full-time employees may receive up to two weeks (80 hours) of emergency paid sick leave under the Emergency Paid Sick Leave Act (EPSLA) if the employee is required to quarantine by federal, state, local guidance due to COVID-19 or if the employee has been advised by a health care provider to self-quarantine due to COVID-19 related concerns. An employee may have more than one qualifying reason to be eligible for EPSLA leave. However, per federal law, EPSLA leave is only available for 80 hours total. If one event requires an employee to use the entire 80 hours, EPSLA will not be available to future qualifying events. However, the employee may qualify for other available leaves. HCM
highly recommends all staff members enroll in the Sick Leave Bank which may grant them up to 20 additional PTO days per year if they exhaust their allocated PTO. That is available during the open enrollment period for benefits each year.

What if an employee has exhausted EPSLA but needs additional time off as a result of COVID-19?

If the employee exhausts EPSLA time and has a need to continue to be out, the employee can use PTO for any additional absences or apply for an approved leave, including:

- FML
- General Medical
- Hardship

These are unpaid leaves unless the employee has sufficient PTO to cover the absences. Additionally, the employee may qualify for leave under the Emergency Family and Medical Leave Expansion Act (EFMLEA). EFMLEA provides up to 12 weeks of leave for qualifying employees, the first two weeks of which are unpaid and the remaining 10 weeks are paid at ⅔ pay.

HCM strongly encourages all employees to apply to the Dallas ISD Sick Leave Bank. The Sick Leave will grant participating employees up to 20 additional days of PTO per year if they exhaust their PTO for any reason. The Sick Leave Bank is also a great option for employees that are anticipating a surgery or may utilize paternity/maternity leave this year. Employees can sign up when they sign up for benefits in open enrollment which is currently open. Employees must donate one sick day to the bank to join each year. If an employee has any questions on Sick Leave Bank, please contact Dallas ISD Benefits.

Who gets notified if a student or staff member test positive for COVID-19?

Notification will be provided based on the information submitted by the person in terms of who they were around. Based on HIPAA, the District cannot disclose the names of persons infected without consent. Student information, including medical information, is protected from disclosure by FERPA. Contact tracing information will be made in accordance with health protocols.

What if a teacher tests positive with COVID-19 and has interacted with other teachers in break rooms, printing rooms, restrooms? Will those teachers and their students need to stay home for 14 days?

It will depend on the level of contact with the teacher. Brief interactions such as passing by someone in a room or hallway is not considered close contact. The contact tracing process will assist in determining contacts to prevent additional transmission.

If an employee has a family member that is COVID-19 positive and they need to quarantine will the educator be required to use their sick days?

It will depend on the level of contact with the employee. Health Services/health professionals would determine if there was “close contact” and, if so, they may qualify for leave under Families First Coronavirus Response Act.
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They may also qualify for an alternate work arrangement (AWA), ADA accommodation or a leave.

If one student tests positive for COVID-19, does that mean the teacher and the rest of their classmates have to quarantine for 14 calendar days?

Those determined to be in close contact would be required to be quarantined. Close contact is defined by the County as being within 6 feet of a person infected with COVID-19, with or without a mask for a prolonged period of time (more than 15 minutes). Close contact can occur while caring for, living with, visiting, or having direct contact with infectious secretions (blood, respiratory and sputum). As part of the tracing process Health Services will make that determination. Please see more information on tracing here: https://www.dallasisd.org/educationevolution.

What will the professional expectations be for staff while they are on a 14-day quarantine period?

If the employee is able to do the essential functions of their job while in quarantine, the employee may work remotely. This will be determined by the supervisor and divisional chief utilizing the standard process for AWA (alternate work arrangement) approvals. If they are using a leave or PTO, employees will not be expected to work remotely.

How will it be handled when there are not enough subs to cover classes when teachers are out? In the past when not enough subs were available (a common occurrence), classes would be combined. Teachers were often pulled from other duties to act as subs, too.

That will be determined on a case by case basis as determined by the campus administration. HCM is also working to increase the sub pool to assist with higher demand.

Who should get notified when there is a positive case in an office/campus/classroom?

Health guidelines require notification and identification of those in close contact. Those in close contact would receive notice and be required to quarantine. Close contact is defined by the County as being within 6 feet of a person infected with COVID-19 for a prolonged period of time (more than 15 minutes). Close contact can occur while caring for, living with, visiting, or having direct contact with infectious secretions (blood, respiratory and sputum).

One of my direct reports has a positive COVID-19 diagnosis. What do I do?

Employees who test positive for or are experiencing symptoms of COVID-19 should complete the contact tracing form available online. Additional information can be found in the Education Evolution Handbook at https://www.dallasisd.org/educationevolution.

If a student in a class tests positive, should all students in that class get tested?

Based on current guidance only those in close contact are recommended to receive testing. School nurses can help link students, families, and staff to testing opportunities in the community, but the school would not be a feasible place to provide testing. Notification to parents will be the same as previously used for other
communicable diseases. We would recommend a decision regarding testing of a student's family be the decision of the family healthcare provider. School nurses can help link students, families, and staff to testing opportunities in the community.

**If a teacher tests positive for COVID-19 are they required to quarantine for 2-3 weeks? Is their sick leave covered, paid?**

- To reduce spread in the school community current guidance from CDC and the local public health authority (DCHHS) indicate individuals who test positive for COVID-19 are to isolate for 10 days unless advised otherwise by their healthcare provider or DCHHS. Under the Families First Coronavirus Response Act eligible full-time employees may receive up to two weeks (80 hours total) of emergency paid sick leave if:
  - The employee is required by federal, state, local guidance due to COVID-19.
  - The employee has been advised by a health care provider to self-quarantine due to COVID-19 related concerns.
  - The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - The employee is caring for an individual subject to a quarantine order or isolation order related to COVID-19,
  - or the individual has been advised by a health care provider to self-quarantine.
  - The employee is caring for a child when the child's school or child-care facility has been closed due to COVID-19 precautions.
  - The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

**If that teacher has 5 classes a day with 30 students each, do all 150 of those students need to then stay home and quarantine for 14 days?**

The Health guidelines require notification and identification of those in close contact. Those in close contact would quarantine. Close contact is defined by the County as being within 6 feet of a person infected with COVID 10 for a prolonged period of time (more than 15 minutes). Close contact can occur while caring for, living with, visiting, or having direct contact with infectious secretions (blood, respiratory and sputum).

**Do all 150 of those students now have to get tested? Who pays for those tests? Are they happening at school? How are the parents being notified? Does everyone in each of those kids' families need to get tested? Who pays for that?**

Based on current guidance only those in close contact are recommended to receive testing. School nurses can help connect students, families, and staff to testing opportunities in the community, but the school would not be a feasible place to provide testing. Notification to parents will be the same as previously used for other communicable diseases. A decision regarding testing of a student should be made by the family in consultation with their family healthcare provider.

**What if someone who lives in the same house as a teacher tests positive? Does that teacher now need to take 14 days off work to quarantine? Is that time off covered? Paid?**

They would be considered a close contact if they live in the same household of the person who tests positive. Yes, based on current guidance, the employee will need to quarantine. Employees meeting the eligibility requirements...
will be paid. Further guidance can be obtained by contacting the Benefits Department.

**Where is the district going to find a substitute teacher who will work in a classroom full of exposed, possibly infected students for substitute pay?**

Dallas ISD currently has 2,086 active substitutes. The substitute pool consists of 101 substitute applicants who have applied for the 2020-2021 school year. Dallas ISD onboards about 75 substitutes biweekly throughout the school year. In collaboration with the Dallas ISD Professional & Digital Learning Department, substitutes will receive training on digital platforms (remote learning) to ensure all classes are covered in the absence of the teacher. Substitutes will also receive the Health & Safety training provided by the district. We have implemented a marketing and recruitment plan for substitute teachers as in our annual process in HCM starting in July.

**Substitutes teach in multiple schools. What if they are diagnosed with COVID-19? Do all the kids in each school now have to quarantine and get tested? Who is going to pay for that?**

We would utilize the guidance provided by the County in terms of close contact. School nurses can help connect students, families, and staff to testing opportunities in the community, but the school would not be a feasible place to provide testing. Notification to parents will be the same as previously used for other communicable diseases. A decision regarding testing of a student should be made by the family in consultation with their family healthcare provider.

**What if a student in your kid’s class tests positive? What if your kid tests positive? Does every other student and teacher they have been around quarantine?**

We would utilize the guidance provided by the County in terms of close contact. School nurses can help connect students, families, and staff to testing opportunities in the community, but the school would not be a feasible place to provide testing. Notification to parents will be the same as previously used for other communicable diseases. A decision regarding testing of a student should be made by the family in consultation with their family healthcare provider.

**Do we all get notified who is infected and when if someone in my department or classroom is infected?**

Notification will be provided based on the information submitted by the person in terms of who they were around. Based on HIPAA, we cannot disclose the names of persons infected without consent. The student information, including medical information, is protected from disclosure by FERPA. Contact tracing information will be made in accordance with health protocols.

### SCHOOL NURSES AND HEALTH STAFF

**Will there be dual offices for nurses, one to handle Covid symptoms and another to handle first aid and other health issues?**

No, each campus has one school nurse. Students who are ill are advised to be separated from students who are well or need to see the nurse for a routine medication/procedure. This may look different at each campus based
on student population and space availability. Appropriate PPE will be provided.

**Does every student who complains of a Covid symptom get sent home? If a classroom teacher thinks the student is “faking” will they still be REQUIRED to err on the side of protecting the other students in the building?**

Any student with symptoms or complaining of symptoms is to be sent to the school nurse for evaluation. A guidance document was created for campus nurses to assist with assessment of students.

**Some students must visit the health office regularly for medication and some of these students must be escorted due to health concerns (low sugar and the possibility of passing out, for example). Normally a trusted peer/friend is entrusted with this. What will happen when students must social distance in these cases?**

If someone is walking with someone else, they would still maintain the 6 ft. distance, unless there is an emergency. The personnel at the campus will also be wearing a face covering. There may be times when the physical distancing is not possible, in those cases, we do require face coverings and we have hand sanitizer.

### DAILY CLASSROOM ROUTINE

**Will teachers be required to livestream all classes for students who choose virtual instruction? What supports will be put in place for this? Better cameras and audio? How will the teacher manage both groups?**

Some of our classrooms have the ability to live stream and this would be an option if the AV equipment is currently available. The IT department currently has a schedule to update all the AV equipment. When the AV equipment is installed the teacher is provided training by the AV company. We are currently working on schedules that show how to manage the two instructional models.

**Will we be able to do any group work/peer interaction in the classroom or will it be strictly teacher led instruction with no grouping or pairs?**

Yes, teachers will have times to meet with small groups of students or individual students based on need.

**Guided reading groups are composed of small groups in the early grades. Will we still be expected to form guided reading groups if small group instruction is discouraged/not permitted?**

Yes, small groups will be allowed in a face to face model with safety measures in place and appropriate use of PPE. Small groups can also be held in the virtual classroom.

**With the state recommending open windows, what is the District recommendation for opening windows at schools?**

We have recommended a schedule of window openings, once in the morning and once in the afternoon for 10 minutes to not compromise the HVAC systems. The amount of time the windows are open is very limited. We have asked that parents not congregate while waiting to pick up students. We are looking at devices for air scrubbers for rooms without windows.
What special safety processes will be in place for elementary specials (elective) teachers/classes?

Each classroom is being sprayed with a disinfectant weekly. A classroom teacher will also be provided with a can of disinfectant for more frequent spraying if needed. A specials (elective) teacher should put out any items the students are going to touch. If possible, classes may be taken outside or utilize larger spaces on campus (such as library, etc.) if you want to alternate locations. The teacher and students will be provided with PPE.

How will PE classes operate?

We are currently planning to mark the perimeter of the gyms, so that the gyms can be gridded for usage. The PE teacher may put out equipment to be sprayed with the weekly disinfectant by the lead custodian. In addition, the PE teacher will be provided with disinfectant if they need to utilize it. Outdoor PE will be recommended weather permitting. Indoor activities will follow TEA guidelines that state if students cannot maintain the physical distancing, then they must wear a face covering. If they can maintain the 6-foot distance, then students do not need to wear a face covering.

What if a student is forced to quarantine but had opted for in-person learning?

The student will continue their education in the asynchronous model if possible or if due to illness, will have an excused absence and be provided makeup time per policy. The student will remain on quarantine until a time when the CDC guidelines allow the student to no longer be under quarantine.

Will libraries in schools be open?

Libraries in our schools will be open. The library will have furniture and spacing marked just like the classrooms and other workspaces. The library will also be on the schedule for disinfecting. Each student will be issued a one to one device, so there should not need to be a system of checking out computers from the library.

STAFF ASSIGNMENTS

Will additional funds be provided to the district to hire more staff?

The district is currently not increasing the number of FTEs over what was allocated as part of the Budget Development process for the 2020-21 school year. Any additional campus needs may be addressed at Fall Leveling.

How will the district support locations that may need staff?

An employee’s position and location may be temporarily re-assigned based on the District’s needs.
EVALUATION AND STANDARDIZED TESTS

How will employee/teacher evaluations be handled?

All district employees will receive an annual appraisal in accordance with District policy and guidelines; however, some TEI components may be adjusted to ensure that measures are a valid, accurate, and fair evaluation of teacher performance. In particular, HCM has partnered with School Leadership and Teaching/Learning to develop a companion tool that provides additional guidance to assist teachers and appraisers in translating expectations to the virtual medium.

Will state tests be suspended or modified to account for the fact that all curriculum was not covered last year, thus requiring teachers to take time this year to "fill in the gaps" before continuing with the regular curriculum for the grade level?

The state has had no communication that the STAAR will be suspended or modified as of 7/27/2020.

Is it possible that district assessments – ACP’s be suspended this year, so teachers can focus on the needs of students this year?

The ACPs are currently scheduled as planned. The data provided by the assessments help teachers determine what the students have learned as well as being used to guide future academic intervention and support to close any gaps.

SPECIAL EDUCATION AND RELATED SERVICES

How will special education classrooms be run?

We will continue to provide FAPE in both in-person and remote learning. Safety is our number one priority. PPE will be provided for staff and all CDC and District safety guidelines will be followed.

If there is a rotating schedule for students how do related services provide?

Instructional and related service providers will coordinate with teachers based on their campuses schedules to provide services virtually to minimize the number of supplemental staff on campus and classroom time interruption. Teletherapy and other district approved virtual platforms will be used for service delivery.

How will counselors address the mental health needs of our students in a safe and effective manner?

Campus administrative teams have received training in trauma-informed practices. The Counseling Services Department will also be provided this training. In addition, the counseling department will offer a variety of sessions for counselors regarding these issues. The Counseling Services Department, Social Emotional Learning Department and the Mental Health Services Department have worked closely together to create a variety of plans and options for campuses to embed these practices within lessons. We have increased our staffing in the Mental Health Services Department to assist with students in need. They will follow the safety guidelines that any teacher would follow.
PERSONAL PROTECTIVE EQUIPMENT

When will plexiglass be placed in the offices/campuses?

The operations department is currently receiving the items we have ordered and will be installed as soon as it is all available.

Are my principal, custodians and other staff going to be screened daily for fever before entering the building?

TEA has a requirement that all staff self-screen, which includes taking their temperature prior to arriving at work. In addition, the District will be screening on site prior to entry.

What happens if there is a staff member on my campus refusing to wear a mask properly? How am I protected from this individual? Who can ask them to wear it properly?

Your primary protection is your mask, hand sanitizer/hand washing, social distancing and disinfection. If you have an issue with someone who does not wear a mask in a common area, hallway, restroom, etc. or when social distancing is not feasible, speak to your campus principal/supervisor.

LEAVES

Congress passed the Families First Coronavirus Response Act (FFCRA), which includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. The FFCRA’s paid leave provisions are effective on April 1, 2020, and apply to leave taken between April 1, 2020, and December 31, 2020.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (EFMLA)

EFMLA provides for up to 12 work weeks of job-protected leave to employees who are unable to work or telework because they have to care for a child (including children over the age of 18 who are unable to care for themselves due to a mental or physical disability) whose school or place of care or regular childcare provider has closed or is unavailable due to the COVID-19 public health emergency. This includes an employee’s biological, adopted, or foster child, stepchild, legal ward, or any child for which they are standing in loco parentis (have day-to-day responsibilities to care for or financially support).

Eligibility Criteria:

- The employee has been employed for at least 30 calendar days.
- The employee is unable to work or telework from home.
- The employee has a child whose school or place of care or regular childcare provider has closed or is unavailable due to the COVID-19 public health emergency.
Pay Options:

- First two weeks are unpaid.
  - Employee may offset unpaid status with PTO
- Starting at week three, the employee receives 2/3 of regular rate pay for up to 10 weeks.
  - Employee may offset 2/3 pay with PTO

SCENARIOS

Am I eligible for both FML and EFMLA?

No. An employee is entitled only to 12 weeks total in a 12-month period.

My daughter’s school is offering online instruction. Do I qualify for EFMLA?

No, you may not qualify for EFMLA because, although you opted in for online instruction, your school is considered open.

If my employer closes my worksite while I am on paid sick leave or expanded family and medical leave, what happens?

If your employer closes while you are on paid sick leave or expanded family and medical leave, your employer must pay for any paid sick leave or expanded family and medical leave you used before the employer closed.

If my school closes due to a COVID-19 outbreak, would I be eligible for EFMLA?

Yes, for that period of time in which the school remains closed, the employee would be eligible.

Am I eligible if my child has been sent home to quarantine for 14 days due to close contact?

No, you will not be eligible for EFMLA because the school will remain open. However, there may be other leave that you are eligible to take. Please contact the District’s Benefits Department for assistance.

If I choose to take my child out of daycare for the week, am I eligible for this leave?

No, the employee may not qualify for EFMLA because the daycare is open.

An employee has been working from home. An employee must report back to work and has no childcare available. Is the employee eligible for EFMLA?

No, the employee is not eligible. This leave requires that school or daycare must be closed due to COVID-19. The inability to access childcare prior to the start of school does not create eligibility for this leave.
What if my children go to school during the day, but after school daycare is closed due to a COVID-related emergency closure?

No, the employee is not eligible. The employee should arrange for alternative childcare. Where feasible, the employee should work with his/her supervisor to discuss temporary alternative work hours.

**EFMLA Q&A**

Are the paid sick leave and expanded family and medical leave requirements retroactive?

No.

What documents do I need to give my employer to get paid sick leave or expanded family and medical leave?

When requesting paid sick leave or expanded family and medical leave, you must provide your employer either orally or in writing the following information:

- Your name;
- The date(s) for which you request leave;
- The reason for leave; and
- A statement that you are unable to work because of the above reason
- Documentation supporting the qualifying reason for requesting leave.

For quarantine or isolation orders, the employee will need to provide documentation showing the quarantine or isolation order, or the name of the health care provider who advised them to self-quarantine, such as a copy of the federal, state, or local quarantine or isolation order or written documentation by a health care provider advising the employee to self-quarantine.

For emergency FMLA leave, employees must provide appropriate documentation to support the need for leave as would be required for conventional FMLA leave requests, such as a notice posted on a government, school, or day care website, published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider. This documentation would also be sufficient for paid sick leave taken for COVID-19 school or childcare closings.

May I take my paid sick leave or expanded family and medical leave intermittently while working from home?

Yes, if your employer allows it and if you are unable to telework your normal schedule of hours due to one of the qualifying reasons in the Emergency Paid Sick Leave Act. In that situation, you and your employer may agree that you may take paid sick leave intermittently while teleworking. Similarly, if you are prevented from teleworking your normal schedule of hours because you need to care for your child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you and your employer may agree that you can take expanded family medical leave intermittently while teleworking.
May I take my expanded family and medical leave intermittently while my child’s school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons, if I am not teleworking?

Yes, but only with your employer’s permission. Intermittent expanded family and medical leave should be permitted only when you and your employer agree upon such a schedule. For example, if your employer and you agree, you may take expanded family and medical leave on Mondays, Wednesdays, and Fridays, but work Tuesdays and Thursdays, while your child is at home because your child’s school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, for the duration of your leave.

If I elect to take paid sick leave or expanded family and medical leave, must my employer continue my health coverage? If I remain on leave beyond the maximum period of expanded family and medical leave, do I have a right to keep my health coverage?

If your employer provides group health coverage that you’ve elected, you are entitled to continued group health coverage during your expanded family and medical leave on the same terms as if you continued to work. If you are enrolled in family coverage, your employer must maintain coverage during your expanded family and medical leave. You generally must continue to make any normal contributions to the cost of your health coverage.

Do I qualify for leave for a COVID-19 related reason even if I have already used some or all of my leave under the Family and Medical Leave Act (FMLA)?

If you are an eligible employee, you are entitled to paid sick leave under the Emergency Paid Sick Leave Act regardless of how much leave you have taken under the FMLA.

May I take paid sick leave or expanded family and medical leave to care for my child who is 18 years old or older?

It depends. Under the FFCRA, paid sick leave and expanded family and medical leave include leave to care for one (or more) of your children when his or her school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons. This leave may only be taken to care for your non-disabled child if he or she is under the age of 18. If your child is 18 years of age or older with a disability and cannot care for him or herself due to that disability, you may take paid sick leave and expanded family and medical leave to care for him or her if his or her school or place of care is closed or his or her child care provider is unavailable, due to COVID-19 related reasons, and you are unable to work or telework as a result.

May I take paid sick leave or expanded family and medical leave under the FFCRA if I am on an employer-approved leave of absence?

It depends on whether your leave of absence is voluntary or mandatory. If your leave of absence is voluntary, you may end your leave of absence and begin taking paid sick leave or expanded family and medical leave under the FFCRA if a qualifying reason prevents you from being able to work (or telework). However, you may not take paid sick leave or expanded family and medical leave under the FFCRA if your leave of absence is mandatory. This is because it is the mandatory leave of absence—and not a qualifying reason for leave—that prevents you from being able to work (or telework).
EMERGENCY PAID SICK LEAVE ACT (EPSLA)

Paid leave for an employee who is unable to work, or work from home, due to a need for leave because of COVID-19 related issues.

Eligibility Criteria:

- All full- and part-time employees regardless of how long they have been employed.
- The employee meets one of the following criteria:
  - The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
  - The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis.
  - The employee is caring for an individual who is subject to a federal, state or local quarantine order, or the individual has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - The employee is caring for the employee’s child, if the child’s school or childcare facility has been closed or the child’s childcare provider is unavailable (closed) due to COVID-19 precautions.
  - The employee is experiencing any other substantially similar condition specified by Health and Human Services in consultation with the Department of the Treasury and the Department of Labor.

Pay Options:

- For full-time employees, up to 2 weeks (80 hours total) paid leave at their regular rate.
- For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
- Employees cannot be required to use other paid time off before using Emergency Paid Sick Leave.
- Amount of pay does not include overtime.
- Can concurrently run with other available leave, if eligible.
- If the EFML is exhausted, but two weeks of EPSLA is not, then the employee will be entitled to more than 12 weeks of protected leave and could have up to 14 weeks (12 weeks FMLA + 2 weeks EPSLA).

EPSLA Q&A

As an employee, how much will I be paid while taking paid sick leave or expanded family and medical leave under the FFCRA?

You will receive your regular rate of pay.
May I take 80 hours of paid sick leave for my self-quarantine and then another amount of paid sick leave for another reason provided under the EPSLA?

No. You may take up to two weeks—or ten days—(80 hours for a full-time employee, or for a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period) of paid sick leave for any combination of qualifying reasons. However, the total number of hours for which you receive paid sick leave is capped at 80 hours under the Emergency Paid Sick Leave Act.

May I take my paid sick leave or expanded family and medical leave intermittently while working from home?

Yes, if your employer allows it and if you are unable to telework your normal schedule of hours due to one of the qualifying reasons in the Emergency Paid Sick Leave Act. In that situation, you and your employer may agree that you may take paid sick leave intermittently while teleworking. Similarly, if you are prevented from teleworking your normal schedule of hours because you need to care for your child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you and your employer may agree that you can take expanded family medical leave intermittently while teleworking.

When am I eligible for paid sick leave to self-quarantine?

You are eligible for paid sick leave if a health care provider directs or advises you to stay home or otherwise quarantine yourself because the health care provider believes that you may have COVID-19 or are particularly vulnerable to COVID-19, and quarantining yourself based upon that advice prevents you from working (or teleworking).

I am an employee. I become ill with COVID-19 symptoms, decide to quarantine myself for two weeks, and then return to work. I do not seek a medical diagnosis or the advice of a health care provider. Can I get paid for those two weeks under the FFCRA?

Generally, no. If you become ill with COVID-19 symptoms, you may take paid sick leave under the FFCRA only to seek a medical diagnosis or if a health care provider otherwise advises you to self-quarantine. If you test positive for the virus associated with COVID-19 or are advised by a health care provider to self-quarantine, you may continue to take paid sick leave.

When am I eligible for paid sick leave to care for someone who is subject to a quarantine or isolation order?

You may take paid sick leave to care for an individual who, as a result of being subject to a quarantine or isolation order, is unable to care for him or herself and depends on you for care and if providing care prevents you from working and from teleworking.

Can I take paid sick leave to care for any individual who is subject to a quarantine or isolation order or who has been advised to self-quarantine?

No. You may take paid sick leave under the FFCRA to care for an immediate family member or someone who regularly resides in your home. You may also take paid sick leave under the FFCRA to care for someone where your
relationship creates an expectation that you care for the person in a quarantine or self-quarantine situation, and that individual depends on you for care during the quarantine or self-quarantine.

**HEALTH AND WELLNESS**

What is this stress going to do to our teachers? How does it affect their health and well-being? How does it affect their ability to teach? How does it affect the quality of education they are able to provide? What is it going to do to our students? What are the long-term effects of consistently being stressed out?

The Benefits Department offers wellness programs to assist staff with stress related issues and provides tips for handling stress through Lifeworks Employee Assistance Program (EAP). The EAP provides support, referrals, and resources related to the management of stress. For more information, visit [www.dallasisd.org/benefits](http://www.dallasisd.org/benefits) or call 972 925-4300 or email benefits@dallasisd.org.

How will it affect students and faculty when the first teacher in their school dies from this? The first parent of a student who brought it home? The first student?

The Benefits Department offers assistance through Lifeworks Employee Assistance Program (EAP). The EAP provides support, referrals, and resources related to grief and loss. For more information, visit [www.dallasisd.org/benefits](http://www.dallasisd.org/benefits) or call 972 925-4300 or email benefits@dallasisd.org.