

COOK COUNTY SCHOOLS  
School Reopening Plan  
2020-2021



Tim Dixon, Ed.D., Superintendent

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# COOK COUNTY REOPENING PLAN

## 2020-2021

### Overview for Parents and Community

*This document is subject to change at any time as guidance from the Department of Public Health (DPH), Centers for Disease Control and Prevention (CDC), and Georgia Department of Education (GaDOE) continually provide updates and recommendations. Any updates and revisions to this document will be shared with schools and posted on our websites and Facebook pages.*

The Cook County School District believes that in-person instruction is best for student learning, while acknowledging that the threat of the Coronavirus has placed great difficulties and uncertainty on our ability to provide face-to-face instruction as our sole method for teaching children. We understand that anything less than a full-time, in-person school schedule strains many of our parents who have to go to work and cannot be at home with their children. We also recognize that because of medically fragile students, at-risk family members, or other issues, some families may not be comfortable with their children returning to a traditional classroom until a vaccine for COVID-19 is widely available.

With these issues noted, the district seeks to offer our families two options for the start of the 2020-2021 School Year:

(A.1.) Traditional Learning Model, with guidelines based upon *Georgia's Path to Recovery for K-12 Schools* that protect the health and well-being of students and staff as much as possible, or

(A.2.) Online Learning from Home, with explicit expectations set forth in this document.

Please note that all plans are fluid and subject to change, as the safety of our students and staff remains our top priority.

<p style="text-align: center;"><b>A.1. Traditional Learning Model</b></p> <p style="text-align: center;"><b>-OR-</b></p> <p style="text-align: center;"><b>A.2. Online Learning from Home</b></p> <p>*When there is low or no community spread: School buildings will be open with preventive and proactive practices implemented for the safety of all students and employees.</p>	<ul style="list-style-type: none"> <li>• Implement standard operating procedures while taking preventative measures. Traditional learning is taking place in a classroom setting.</li> <li>• Prepare for potential future distance/remote learning by increasing current blended learning.</li> <li>• Learning is a combination of traditional instruction and online instruction offering a blended learning opportunity. Lessons are designed for in-class instruction with the possibility of shifting to online learning. Google classroom is used for the learning management system.</li> <li>• Professional development is provided based on the needs of teachers, staff, and parents regarding the use of remote instruction if needed during preplanning.</li> </ul>
<p style="text-align: center;"><b>B. Hybrid Learning Model</b></p> <p>*When there is minimal to moderate community spread: Schools will be open with limited or staggered use of the buildings.</p>	<ul style="list-style-type: none"> <li>• Traditional learning continues with a staggered schedule.</li> <li>• Schedule to be determined if needed.</li> </ul>
<p style="text-align: center;"><b>C. Remote Learning Model</b></p> <p>*When there is substantial spread: School buildings will be closed for school wide cleaning, and distance learning will be implemented.</p>	<ul style="list-style-type: none"> <li>• Online learning is taking place outside the traditional setting using various media and formats. Teachers provide video conferencing and telephone conferencing. Online learning material is accessed through Google Classroom.</li> </ul>

## **A.1. Traditional Learning Model**

In the traditional school setting, the following health and safety measures will be established and implemented based on the current spread rate as determined by local and state health agencies. All strategies will be utilized in both Low/No Spread (Level 1/Green) and Minimal/Moderate Spread (Level 2/Yellow) conditions.

- To protect our students and employees more effectively, we have contracted with [Ecovasive Infection Control](#) to clean our schools and buses every 90 days. Ecovasive kills 99.9% of bacteria upon contact and improves the overall health of facilities by controlling and killing pathogens such as Flu, Norovirus, Strep, Staph, MRSA, Coronavirus, E Coli, and Tuberculosis. Ecovasive products are natural and safe for young children with no harsh smelling or corrosive chemicals. The combination of safe and natural EPA registered botanical disinfectants and electrostatic delivery system results in full coverage with a 3-minute kill rate and lasts up to 90 days.
- Check employee and visitors' temperatures before entering the building.
- Check student temperatures at a minimum before entering the school building and entering larger group settings.
- Students with temperatures at or above 100.4 degrees will be separated and sent home.
- Educate teachers and staff to recognize COVID-like symptoms including fever, cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat.
- Send students with COVID-like symptoms to the nurse to have temperature checked.
- When appropriate, the nurse will screen students for separation until parents arrive.
- Allow and encourage students and staff to use face coverings and/or face shields, particularly when social distancing is difficult.
- Post signs on how to slow the spread of COVID-19 in key areas throughout the school.
- Teach proper self-cleaning etiquette to stop the spread of germs.
  - Reinforce hand washing/sanitizing guidelines and covering coughs and sneezes among students and staff.
  - Provide hand sanitizer for students and staff if soap and water are not readily available,
- Intensify cleaning and disinfecting throughout the day.
  - Ensure safe and correct application of all disinfectants.
  - Clean and disinfect frequently touched surfaces such as door handles, sink handles, shared objects, etc. throughout the day.
  - Isolate and deep clean classrooms and spaces following positive COVID-19 test results.
  - Require students and staff to bring water bottles from home. Water fountains will be equipped with gooseneck faucets where water bottles may be refilled.
  - Clean buses following each route.
- Limit sharing.
  - Keep each student's belongings separated and in individually labeled containers as appropriate.
  - Increase supplies to minimize sharing of frequently used materials.
- Promote social distancing when feasible and consider practices for transitioning, such as lanes for travel, throughout the school.
  - Allow additional time for transitions and designate areas of the hallway as flow paths to minimize congregation of students.
  - Stagger recess to allow classes to remain as static as possible (times, activities, and/or locations).
  - Monitor traffic flow to decrease the number of students entering/exiting school at the same time.

- Provide lunches served by cafeteria staff.
  - Allow students to eat in classrooms or reduce group sizes.
- Limit all field trips, grade-level assemblies, and whole school assemblies.
- Implement a protocol for visitors in the building.
  - Visitors should call, text, or email instead of coming to the school when feasible.
  - Request masks for all visitors when inside the building.
  - Limit access to classrooms, lunchrooms, etc.
  - Restrict nonessential visitors and volunteers.
- Follow Georgia High School Association (GHS)A) guidelines for sporting events and practices.
- Parent/Guardian Responsibilities
  - Require parents to check their children's temperature before sending them to school.
  - Require parents to keep sick children at home.
  - If a student is exposed to COVID-19 at school, the parent/guardian will be contacted, and the child will need to be kept at home for a minimum of 14 days while monitoring for symptoms.
  - If the student is exposed to COVID-19 away from school, the parent/guardian will be required to contact the school and keep the child at home for a minimum of 14 days while monitoring for symptoms.
  - **If your child or anyone within your household is tested for COVID-19 for any reason, your child must remain quarantined until the results are received.**
  - **All students who are absent are strongly encouraged to participate in online learning when possible.**

***If a staff member or student tests positive for COVID-19, the school will:***

- Identify an isolation room or separate area for anyone who exhibits COVID-like symptoms;
- Close off areas used by a sick person and disinfect thoroughly;
- Notify district office staff and, based on contact tracing, notify affected families and/or staff while maintaining confidentiality consistent with applicable federal and state privacy laws; and
- Require staff and students to remain at home for a 10 day isolation period from the onset of symptoms.

## **A.2. Online Learning from Home**

The following model will be implemented by parental choice based on family needs and ability to support student learning from home. Families with medically fragile children, at-risk family members, or other concerns with their children returning to school due to COVID-19 may elect to have their children learn from home through remote learning, recognizing and agreeing to the following conditions:

- Last year, Cook County Schools provided optional online resources to families.
- **This year, online learning will be much more rigorous and will include new learning.**
- **Students will be held accountable for their work.**
- **Attendance will be taken daily.**

- Parents must commit to providing learning support for their children in this environment, including the monitoring of completion of student assignments.
- Students will be assigned to a teacher who will be responsible for assigning and assessing all work until the student returns to school.
- The remote learning option is by semester for Cook High School and Cook Middle School students and by 9 week grading periods for Cook Primary School and Cook Elementary School students.
- **Parents must follow Georgia Division of Family and Children Services (DFCS) rules for how long children may be left unattended.**
  - Children eight years or younger may not be left alone.
  - Children between the ages of nine years and twelve years, based on level of maturity, may be left alone for brief periods of time (less than two hours).
  - Children thirteen years and older, who are at an adequate level of maturity, may be left alone for up to twelve hours.
  - It may not be advisable to leave an older child who has a special condition or disability alone.

### **C. Remote Learning Model**

The following model will be implemented under the condition Substantial Spread (Level 3/Red).

- School buildings will be closed for cleaning.
- Distance remote learning will be implemented.
- Remote learning models will be rigorous and will include new learning.
- Students will be held accountable for their work.
- Parents must commit to providing learning support for their children in this environment, including the monitoring of completion of student assignments.
- **Parents must follow Georgia Division of Family and Children Services (DFCS) rules for how long children may be left unattended.**
  - Children eight years or younger may not be left alone.
  - Children between the ages of nine years and twelve years, based on level of maturity, may be left alone for brief periods of time (less than two hours).
  - Children thirteen years and older, who are at an adequate level of maturity, may be left alone for up to twelve hours.
  - It may not be advisable to leave an older child who has a special condition or disability alone.

## Preventive Practices

### Practicing Prevention



- Ecovasive cleaning will be completed every 90 days. For more details, see page 3.
- Teach and reinforce good hygiene measures such as handwashing, covering coughs, and wearing face coverings.
- Provide hand soap, hand sanitizer, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Clean/disinfect frequently touched surfaces at least daily and shared objects after use.
- Students are required to bring their own water bottles. No water bottles will be provided during the school day. Water bottles may be refilled as needed at school.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread of COVID-19 symptoms, preventative measures (including staying home when sick), and good hygiene. [Poster available for download here.](#)
- Conduct regular screening for symptoms throughout the day to help reduce exposure.
- Teachers, staff, and students will be encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath.
- If a student develops symptoms throughout the day, they MUST notify an adult immediately.
- More information on [how to monitor](#) for symptoms is available from the CDC.
- Schools are required to keep a daily log of teachers, staff, and students who:
  - a) did not attend school due to COVID-19-related illness, or
  - b) were sent home due to displaying COVID-19 symptoms.
- Schools are required to report cases to district public health officials.

## Transporting Students

### School Bus Safety



#### *Bus Drivers and Monitors*

- All drivers and monitors are strongly encouraged to wear face masks and gloves at all times.
- Communicate health to the Transportation Director prior to morning pick-up.
- Clean and disinfect the bus before pick-up and after drop-off.
- Keep bus windows open for proper ventilation, weather permitting.
- Issue hand sanitizer.

#### *Parents*

- **Check your child(ren)'s temperature before sending them to the bus stop.**
- **Keep sick children at home for the safety of our community.**

#### *Students*

- Line up at the bus stop, keeping social distance between students not living in the same house.
- Students are encouraged to wear a face mask/covering at all times before, during, and after the bus ride.
- Sanitize hands before entering the bus.
- Sit in designated seats with physical distancing taken into consideration. Family members may be seated together.
- Upon arrival at school, proceed immediately to the entry point to have temperatures checked before proceeding to the classroom.

## Entering and Exiting School Buildings/Transitioning

### School Day Protocols



#### *Visitors (including Parents)*

- Visitors will be permitted to enter the campus when formally approved by school administration and by appointment only.
- Campus access shall only be permitted through the front office.
- Masks are requested for all visitors.
- Visitors approved for entry must show ID, register at the front office, complete a COVID-19 Screening Checklist, and have a temperature check (administered by front office staff) that indicates a reading below 100.4 degrees.
- Visitors must undergo the standard sign-in protocols.
- Visitors refusing to have a temperature check will not be permitted to remain on campus.

#### *Students*

- Masks are strongly encouraged, but not required, particularly in settings where social distancing is difficult to accomplish (i.e. drop-off/pick-up, etc.).
- Temperatures will be checked upon arrival to school at the front office, bus entrance, or designated school entrance point based on the staggered entry times.
- Student entry lanes will be established with physical distancing markers.
- Students and parents should avoid creating congestion of space while waiting to enter.
- Students will proceed alone into the entry lanes to sanitize their hands and have their temperature checked.
- After the tardy bell, all students must enter through the front office.
- Any student refusing to have a temperature check will not be allowed to stay at school.

#### *Class Changes and Other Transitions Throughout the School Day*

- Limit mixing between groups to the extent practicable.
- Provide additional time for transitions.
- Designate areas of the hallway (i.e. lane markings) as flow paths to keep students separated and minimize congregation of students.
- Use of face coverings/masks is not mandated but is strongly recommended, particularly in settings where social distancing is difficult (i.e. class transitioning).
- Hallways and high-touch surfaces will be cleaned throughout the school day.

#### *End of School Day Dismissal*

- Students will go directly home and not visit other locations or friends on campus.
- Students may not congregate together or loiter in common areas such as hallways, media centers, school grounds, or parking lots.
- Students taking a school bus must move immediately to their designated bus station while maintaining social distance between each other.
- Students must sanitize their hands before boarding school buses.
- Students identified for targeted assistance, student support, or afterschool programs must be issued an afterschool pass.

## Safety Protocols

### Safety Protocols



**If your child is tested for COVID-19 for any reason, he or she must remain quarantined until the results are received.**

***If a student becomes sick at school:***

- If a student registers a temperature of 100.4 degrees or higher on two different temperature readings at either entry point, school staff will issue the student a mask and escort the student to the nearest isolation area.
- Parents will be contacted; the student will remain isolated until picked up by the parent.
- **Students who have a fever but do not have additional COVID-19 symptoms** must stay at home until they are fever-free for 24 hours without fever-reducing medication.
- **Students who are fever-free but have experienced repeated diarrhea, vomiting, and/or any other COVID-like symptoms** must seek medical attention.
- **Students who test positive for COVID-19** will be required to isolate for 10 days from symptom onset and may return on the 11th day if they are fever-free for 24 hours without taking fever-reducing medication.
- **If COVID-19 test results are negative or the school nurse or other medical professional determines symptoms are non-COVID related, the student must stay at home until they are fever and symptom-free for 24 hours without taking medication.**
- **Parents who do not wish to have their child tested for COVID-19** will be required to keep the child at home for the 14 day quarantine period.

***If a case of COVID-19 is confirmed at school:***

- Administrators will immediately notify the Director of Student Services.
- The Director of Student Services will notify the local health officials.
- These officials will coordinate with the Director of Student Services to determine a course of action for the classroom and/or school.
- Students who were in class with the affected student and were directly exposed (within 6 feet for 15 continuous or cumulative minutes) will be segregated by remaining in place or brought into an isolation area.
- Identified students will be sent home to self-monitor for 14 days. Neither COVID-19 testing nor medical clearance will be required for students who do not develop symptoms.
- The previous classroom of concern will be completely disinfected. Other classrooms and locations that the affected student is known to have been will also be disinfected.
- The school office will inform parents of those students affected and update them regarding any changes in conditions.

***I think or know I had COVID-19, and I had symptoms.***

- Any confirmed temperature ( $\geq 100.4$  degrees) accompanied by other COVID-19 symptoms identified at school will require the student to seek medical attention.
- By CDC regulation, the school must report all such observations to the relevant authorities. All medical data and treatment decisions shall be formally recorded and reported to relevant school personnel and required government authorities.

If you tested positive for COVID-19, you may return to school after:

- At least 10 days since symptoms first appeared, ***and***
- At least 24 hours with no fever without medication and symptoms have improved.

If you think you had COVID-19, but you did not get tested, you may return to school after:

- At least 14 days since symptoms first appeared, ***and***
- At least 24 hours with no fever without medication and symptoms have improved.

***I tested positive for COVID-19, but I had no symptoms.***

If the student continues to have no symptoms, he or she may return to school after:

- 10 days following testing positive.
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19.
- **If you develop symptoms after testing positive, you must isolate for 10 additional days from the positive test date.**

- Parents must immediately inform the school if one of their children shows symptoms of COVID-19.

- **Students must be kept at home for a minimum of 14 days if any other member of the family presents COVID-19 symptoms.**

***School personnel have been deemed Critical Infrastructure workers.***

With the exception of those employees exposed to COVID-19 within their own households, personnel who may have been exposed but remain asymptomatic may continue to work, but they must adhere to the following practices:

- Self-monitor for any symptoms of COVID-19 for a period of 14 days.
- Take your temperature twice a day (upon arrival and mid-day).
- Wear a face mask at all times while in the workplace for at least 14 days after last exposure.
- Practice social distancing in the workplace (6 feet, <15 minutes) as work duties permit.
- Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
- Should the employee become sick during the day, they must be sent home immediately, and they must seek medical attention.
- Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled.
- Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
- Quarantining students in close contact is not necessary except when the employee tests positive for COVID-19.
- The school will continue to monitor children and staff for clinical signs and symptoms.
- ***If a staff member has recovered from a confirmed case of COVID-19 and has received medical clearance to return to work, they may follow the steps listed above even if someone in their household tests positive for COVID-19 within 90 days.***

## Conducting Large Group Gatherings

**Fine Arts, P.E., Clubs, Recess, Media Centers, Athletics, etc.**



### ***Recess***

- Students are encouraged to wear their face mask/covering during recess unless a supervised activity utilizing physical distancing and proper ventilation is established.
- Students will be required to bring refillable bottles for water.
- Water fountains will be equipped with gooseneck faucets to refill bottles.
- Maintain appropriate distancing between students during activities to the extent practicable.

### ***Media Centers***

- Media centers will be closed for mixed classroom activities and general browsing.
- Students may make an appointment to browse for books if schedules permit.
- Teachers may reserve time slots to bring classroom groups to browse for books.
- All books will be disinfected upon return in accordance with government guidelines.

### ***Afterschool Clubs, Band, Art, Chorus, etc.***

- School day protocols will be used for student and sponsor temperature checks.
- Extracurricular activities will follow all guidance in regards to social distancing and disinfecting areas and equipment used for physical activities.
- Students will be required to bring refillable bottles for water.
- Water fountains will be equipped with gooseneck faucets to refill bottles.
- **Students must not share bottles.**

### ***Athletics***

- Guidelines are implemented for the protection of all athletes, coaches, athletic training and other medical personnel, and affiliated support staff in accordance with current Governor's Office, Centers for Disease Control and Prevention (CDC), and Georgia High School Association (GHSA) guidelines and policies.
- These guidelines will be flexible and subject to change as information and research are updated.
- A process has been established for screening and educating athletes, parents, and staff to self-monitor and report pertinent changes as they are encountered.

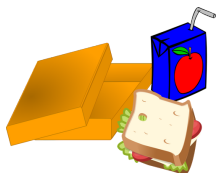
Links to GHSA information:

<https://www.ghsa.net/>

<https://www.ghsa.net/infectious-disease-plan-information>

## Serving Meals

**Breakfast and Lunch**



- All students, faculty, and staff must have their temperature checked prior to lunch.
- Each school will establish an eating plan to extend or stagger meal times to promote social distancing while ensuring adequate time for students to eat their meals.
- Students are encouraged to wear a face mask/covering and maintain social distance as they enter the cafeteria, in line at hand cleansing stations, and in line for foodservice.
- **Students must not share food or utensils.**
- Cafeterias and high-touch surfaces will be cleaned throughout the school day.

## Special Populations

### Program for Exceptional Students



#### ***Special Education***

- Online and remote learning students with special education eligibility who need specialized instruction will work remotely and complete online assignments.
- A Distance Learning Plan will be developed and completed for each online student with input from a parent or guardian.
- Each student's plan will outline support and instruction to be provided during participation in the online learning model.
- IEPs will remain in place; however, the Distance Learning Plan will drive instructional supports and services for online learning.

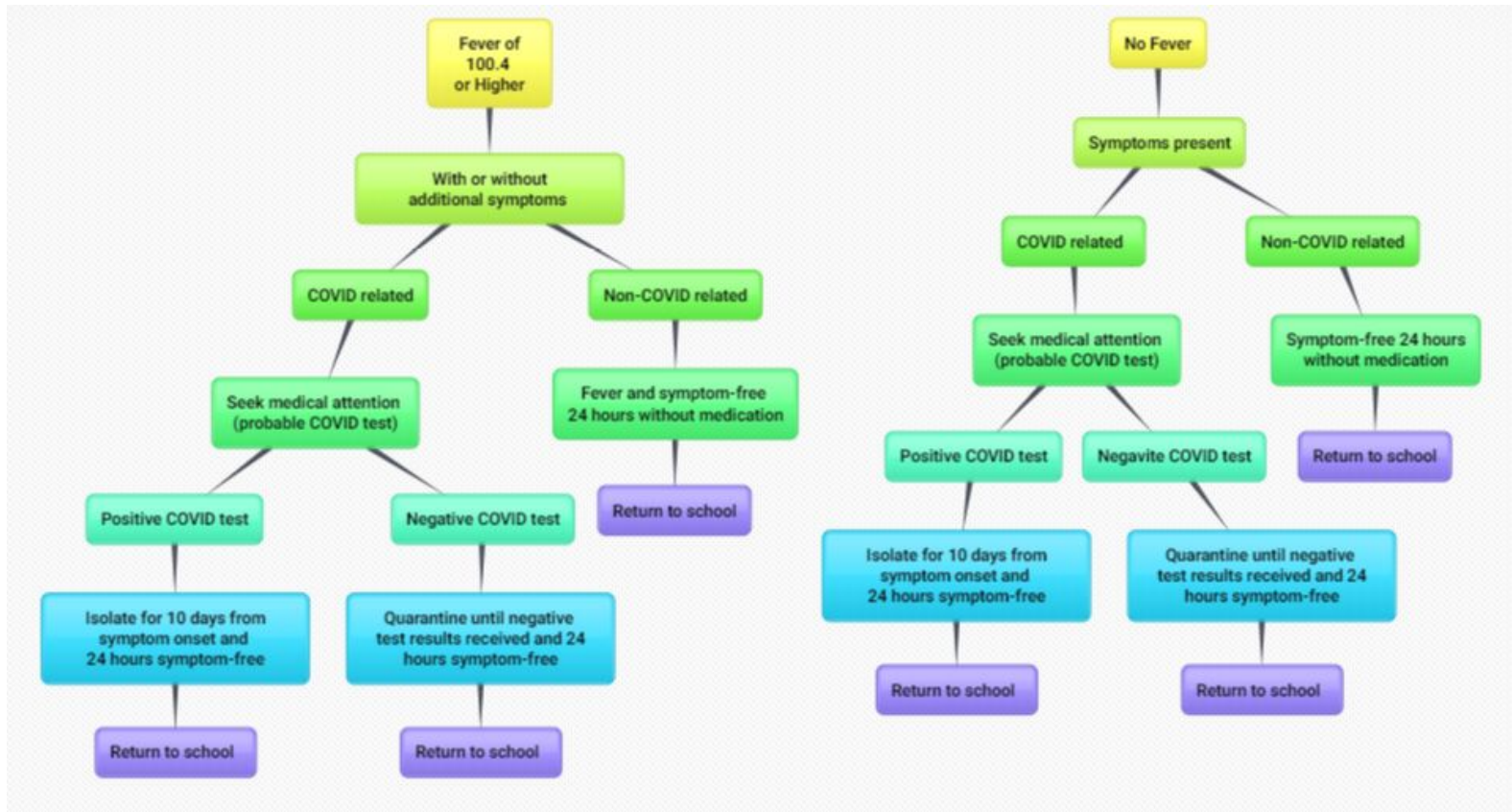
#### ***Section 504***

- Accommodation Plans will be reviewed to ensure all are up to date.
- Accommodations will remain in place regardless of instructional setting.
- Distance Learning Plans are not required for online and remote learning students with Accommodation Plans.
- A Distance Learning Plan may be developed for a student with a 504 plan if the team determines it is needed.

## Return to School or Work Flowchart

*\*Anyone tested for COVID-19 or living with someone who has been tested must remain quarantined until results are received.*

*\*If a staff member has recovered from a confirmed case of COVID-19 and has received medical clearance to return to work, they may follow the steps listed even if someone in their household tests positive for COVID-19 within 90 days.*



### Symptoms:

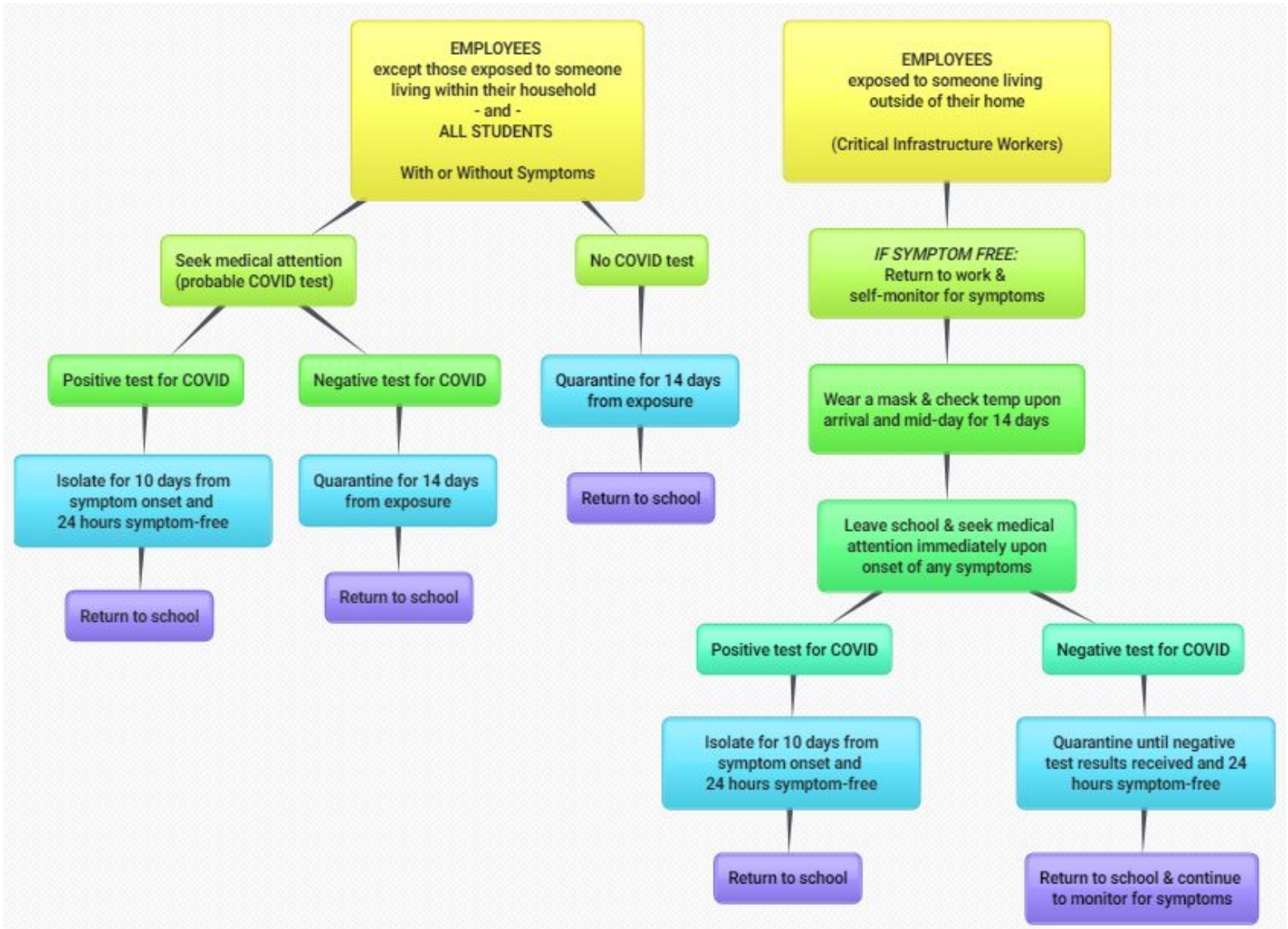
Chills  
Fatigue  
Headache  
Nausea or vomiting  
New loss of taste or smell  
Shortness of breath  
Fever above 100.4 degrees

Cough  
Diarrhea  
Sore throat  
Muscle or body aches  
Congestion or runny nose  
Difficulty breathing  
Feeling feverish

## Exposure to a Confirmed Case of COVID-19 Flowchart

*\*Anyone tested for COVID-19 or living with someone who has been tested must remain quarantined until results are received.*

*\*If a staff member has recovered from a confirmed case of COVID-19 and has received medical clearance to return to work, they may follow the steps listed even if someone in their household tests positive for COVID-19 within 90 days.*



### Exposure:

Being in close contact with someone with COVID-19...

- \*Living in the same house with someone who has COVID-19
- \*Caring for a person sick with COVID-19
- \*Being within 6 feet of someone with COVID-19 for about 15 continuous or combined minutes
- \*Being in direct contact with secretions from a person sick with COVID-19 (coughed on, kissing, sharing utensils, etc.)

## Return to Work Guidelines for Employees

The following guidelines will take place beginning July 27, 2020, until further notice. All personnel will sign a Return to Work Acknowledgment Form, indicating they have read and understood the expectations outlined in this document.

- District administrators and department directors will establish appropriate personnel schedules that maintain the safety and well-being of staff.
- Everyone will be required to enter and exit through assigned doors.
- All personnel should check their body temperature prior to coming to work, to ensure they do not have a temperature at or above 100.4 degrees. If they do, or if they are feeling ill in any way, they should stay at home and notify their supervisor.
- The temperature of each person will be taken when they enter the building and temperatures will be recorded.
- Anyone with a temperature at or above 100.4 degrees or who appears ill upon arrival to work must return home.
- Anyone who becomes ill at work will have to return home, and their workspace must be sanitized.
- With the exception of those employees exposed to COVID-19 within their own households, anyone who has been directly exposed may return to work, but they will be required to wear a mask at all times and have their temperature checked twice a day (upon arrival and mid-day) for a period of 14 days from exposure.
- Anyone tested for COVID-19 or living with someone who has been tested must remain quarantined until test results are received.
- If someone in a staff member's household tests positive **within 90 days** after the employee has recovered from a confirmed case of COVID-19 and received medical clearance to return to work, the employee may continue to work, but they will be required to wear a mask at all times and have their temperature checked twice a day (upon arrival and mid-day) for a period of 14 days.
- Hand sanitizer should be available by the door where employees enter and by sign-in portals. Soap, hand sanitizer, and disinfectants will be available throughout the building where appropriate. Remember, the best precaution is to wash with soap and water for twenty seconds or more whenever possible.
- Employees may wear face masks upon entering the building and in open areas.  
  
Everyone is welcome to wear face coverings all the time, if they prefer.
- Everyone should practice social distancing of six feet or more whenever possible and avoid physical contact such as handshaking, hugging, high fives, and elbow and fist bumps.
- Employees will sign-in using their mobile device if possible. Otherwise, hand sanitizer will be available adjacent to sign in portals.
- Employees should not share work tools, such as but not limited to, telephones, computers, or other instruments needed to perform duties without first sanitizing such equipment.
- For employees with offices, individuals should keep their door closed, as much as possible.
- When needing to speak with someone, maintain social distancing and, whenever possible, call or send virtual meeting links instead of visiting others' offices.
- Staff should ensure the cleaning of surfaces, door handles, etc. regularly throughout each workday.

**Additional steps include the following:**

- Post signs to remind employees to wash hands, use sanitizer, avoid touching their face, observe the sneeze/cough protocol, and practice social distancing.
- Create one-way hallways noted with signs/arrows for distancing purposes when possible.
- Appoint designated "enter" and "exit" doors that utilize one-way flow of traffic where possible in areas such as work rooms, front offices, etc.
- Leave doors to break rooms, kitchens, and conference rooms open when possible.
- Avoid congregating, particularly when having lunch or while on breaks. Eating at desks or eating outside while social distancing are all options.
- In this age of social media, many are aware of those who are not practicing social distancing while away from work. While we can't control what people do privately, we do ask that employees follow the CDC guidelines.
- Everyone should look out for each other, and sometimes a friendly reminder is all that is needed to help keep everyone safe.
- If anyone feels uncomfortable or unsafe about anything they see or hear, they should share it with their supervisor confidentially as soon as possible.
- Nothing in these guidelines is meant to substantively affect any protections and provisions of the Families First Coronavirus Response Act or any other related act or regulation. If employees have specific questions about their situation, they should contact the **Human Resources Director** by email at [courtneyholley@cook.k12.ga.us](mailto:courtneyholley@cook.k12.ga.us) or by phone at **229-896-2296**.

Thank you, everyone, for all you do. With these steps, we can remain well and get things back to normal! Additionally, we know some department members of our district have been working throughout, and we thank you!

\* These guidelines are not intended to create any additional rights or interests for any party or person other than the Board of Education. Without limiting the generality of the foregoing, no rights are intended to be created for any student, parent or guardian of any student, spouse, or employee. These guidelines are not intended to limit the discretionary authority, or to create any liability for, or create a cause of action against the Board of Education or its officers, employees, volunteers, or designated individuals for any act or omission to act related to these guidelines.

## Employee Return to Work Guidelines Acknowledgment Form

As an employee of the Cook County Board of Education, I have received notice to return to work beginning July 27, 2020. I understand the Board of Education seeks to ensure a safe workplace and that guidelines have been prepared to govern the return to work of essential employees. To prepare for a safe return to work, I have read and understand the expectations set forth in the Cook County Board of Education Return to Work Guidelines. Additionally, I have had the opportunity to ask questions and receive answers concerning the guidelines. Therefore, having read the guidelines document which consists of three pages, I agree to the best of my ability to follow the guidelines to maintain the safety and well-being of all employees returning to work.

### Essential Personnel Return to Work Guidelines What to Do If You Are Sick?

If you believe you are sick or have a fever, cough, or other symptoms which cause you to believe you may be sick, immediately notify your direct supervisor. If you believe you have been exposed to COVID-19, contact your healthcare provider by phone and make an appointment. Under these circumstances, you are neither expected nor allowed to work but should take necessary steps to take care of yourself. You should stay home except to seek medical care and follow the directions of your health care provider as well as health protocols of the Centers for Disease Control and Prevention (CDC).

The School District follows the Families First Coronavirus Response Act (FFCRA), which provides paid leave under the circumstances defined in the Act. Please contact the Human Resources Director who will provide appropriate information regarding your rights, conditions, and limitations under FFCRA. If you test positive or have COVID-19, you will not be allowed to return to work until (a) your health provider provides the School District a document confirming you may return to work, or (b) you provide an attestation that you have met CDC return-to-work requirements. However, the School District will work with you to ensure a safe re-entry into your School District position.

I acknowledge that I have received a copy of the document entitled "What to Do If You Are Sick" and agree to follow the steps presented in this document and the safety guidelines of the CDC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## The Families First Coronavirus Response Act Emergency Paid Sick Leave Request Form

\*To complete this form online please go to the link below:

<https://forms.gle/ou67rhZgXuQhSzPZ6>

The Families First Coronavirus Response Act (FFCRA), under the Emergency Paid Sick Leave Act (EPSLA), requires a certain amount of paid sick leave to be provided to employees.

- Full-time employees are entitled to 80 hours of paid sick time.
- Part-time employees are entitled to a number of hours of paid sick time equal to the number of hours that such an employee works, on average, over a 2-week period.

To request emergency paid sick leave as provided under the FFCRA, please complete this request form and submit it to the Human Resources Department for consideration. This request is to be completed as soon as possible before sick leave begins.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Department: \_\_\_\_\_ Position: \_\_\_\_\_

NOTE: Please place a check mark beside the EPSLA that applies to your situation.

1. \_\_\_\_\_ The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. Name of the governmental entity ordering quarantine or isolation:

\_\_\_\_\_

2. \_\_\_\_\_ The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19. Name of the health care provider advising self-quarantine:

\_\_\_\_\_

3. \_\_\_\_\_ The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis. I understand that the symptoms are shortness of breath, fever, dry cough, and other symptoms identified by the CDC. See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. I understand that leave is provided only for my affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a test for COVID-19. I also understand that before returning to work, I will need to provide a physician's note, or I will provide an attestation that I have met CDC return-to-work requirements.

4. \_\_\_\_\_ The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

a. Please specify the individual, his/her relation to you, and his/her address:

b. Name of the governmental entity ordering quarantine or isolation:

c. Name of the health care provider advising to self-quarantine:

5. \_\_\_\_\_ The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. For each child, please provide the following information (attach additional pages if necessary):

<u>Name of Child *</u>	<u>Age</u>	<u>Name of School or Child Care Facility/Provider Closed due to Covid-19</u>
<u>Name of Child *</u>	<u>Age</u>	<u>Name of School or Child Care Facility/Provider Closed due to Covid-19</u>
<u>Name of Child *</u>	<u>Age</u>	<u>Name of School or Child Care Facility/Provider Closed due to Covid-19</u>

\* "Child" includes children under 18 years of age and children age 18 or older who are incapable of self-care because of a mental or physical disability.

6. \_\_\_\_\_ The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**Employee acknowledgement:** I am unable to work because of the above indicated reason. The information provided in this form is true and correct to the best of my knowledge.

**Electronic Signature Agreement:** By selecting "I Accept," you are signing this Request Form electronically. You agree your electronic signature is the equivalent of your manual signature on this form.

\_\_\_\_\_ I ACCEPT

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPORTANT: Families First Coronavirus Response Act Emergency Paid Sick Leave Updates

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The Families First Coronavirus Response Act Emergency Paid Sick Leave Request Form:

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### What to Do If You Are Sent Home due to Exposure

If you are an employee that is sent home due to COVID-19, please inform the person who is in charge of your sick leave, complete the FFCRA google form, and self monitor your symptoms.

### What to Do If You have Exhausted your 80 hours under the FFCRA

**If you have used all 80 hours under the Families First Coronavirus Response Act (FFCRA), you will be asked to use your sick leave for any additional absences.** Please be reminded that we do allow an employee to receive a leave donation up to 20 days per school year upon approval.

If you have any questions regarding this information, please contact:

Courtney Holley  
Human Resources Director  
229-896-2296  
[courtneyholley@cook.k12.ga.us](mailto:courtneyholley@cook.k12.ga.us)

