

We are in the midst of an unprecedented difficult time. There are many unknowns in the world today as we all are trying to get back some sense of normalcy. It is difficult to predict what the COVID-19 landscape will look like in a few months. With businesses opening up, and people headed outdoors for the first time since March.

Here at MetroED, we've been working hard all summer on safety precautions to welcome the new school year.

*This plan is likely to change as more information becomes available and as we continue to follow the latest guidance of public health officials. We will notify you when we update our plans.*



### Reopening information:

As we plan to reopen, it is important that we take every possible precaution to keep you and our students safe. Together, by taking steps to keep each other healthy, we will get through this time.

Please note our [COVID-19 INFORMATION](#) page to see all the requirements of staff and students, and our [In Case of COVID-19 Symptoms](#) page to find out what we will do if people on our campus get sick.



### Notifications:

As we work to keep students and staff safe during this pandemic, we will share as much information as possible with you, while still following all laws around confidentiality. If staff or students exhibit signs of any illness, as appropriate, we will send them home, and may encourage them to get tested for COVID-19.

While privacy laws keep us from sharing each of these cases with you, please take precautions as if everyone has COVID-19, including you and your family. Please use the list of symptoms to screen before coming to school, and please stay home if you know you or your student have been exposed to COVID-19.

If we find you were directly in contact at school or work with someone who tested positive for COVID-19 or someone whose medical provider diagnosed them with a presumed case of COVID-19, we will contact you. We will ask everyone who is directly

exposed to stay at home for 14 days and we'll follow [the Santa Clara County Public Health's](#) protocols.



### **Confidentiality**

Keep in mind that each staff member must keep strictly confidential all medical information regarding students and other staff, including symptoms and attendance. This includes not discussing others' medical information with coworkers.



### **Leave for COVID-19:**

If you need to take time off because of COVID-19, you might qualify for paid leave under the Family First Coronavirus Relief Act (FFCRA), which applies through December 31, 2020.

You will need to talk to both your supervisor and the Human Resources department, and you will need to fill out the proper forms and get the required documentation.

The FFCRA provides up to two weeks (10 days) of paid sick leave at your regular rate of pay if you cannot work because you are quarantined on the advice of a healthcare provider or seeking a medical diagnosis for COVID-19 symptoms. Employees who meet these criteria. Contact Human Resource for more information.

The FFCRA provides up to two weeks (10 days) of paid sick leave at two-thirds your regular rate of pay if you cannot work because you are caring for a child who is quarantined on the advice of a healthcare provider or who is seeking a medical diagnosis for COVID-19 symptoms.

The FFCRA also offers up to 10 weeks of paid expanded family and medical leave at two-thirds your regular rate of pay if you cannot work because you need to care for a child whose school or childcare provider is closed or unavailable due to COVID-19.

## Health and Safety Precautions:



### Screening for Symptoms:

Students and staff must stay home if sick. We will give families and staff members a card with these symptoms, so our MetroED family can screen for illness before coming to school and work each day:

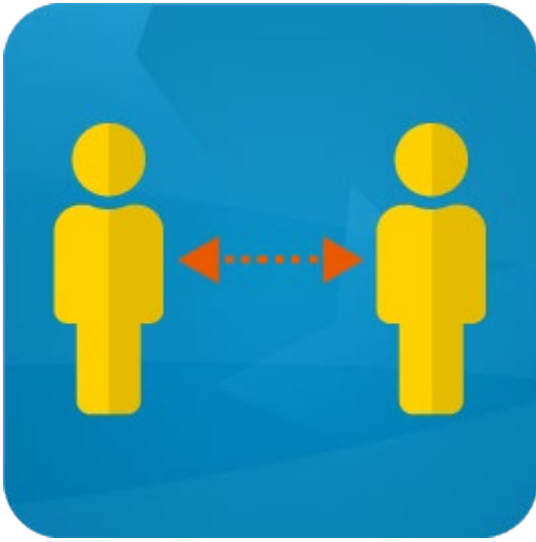
- Fever  
*According to the American Academy of Pediatrics, a fever is 100.4 F or greater.*
- Cough
- Rash
- Sore throat
- Shortness of breath
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle pain
- Lack of appetite
- Loss of taste or smell

All members of our MetroED family will follow these guidelines to screen for symptoms of COVID-19, and must stay home if ill.



### Exposure to COVID-19:

If students or staff members feel healthy but have recently had close contact with a person with COVID-19, they need to stay home and monitor their health until 14 days after their last exposure. Families should notify their student's school administrator, and staff should notify the COVID-Liaison and their supervisors of the exposure.



### Physical Distancing:

We will take steps to promote physical distancing. We will space desks and chairs apart from one another as much as possible. Close off areas and seating.

We have ordered Plexiglas to put on teacher desks, on student tables (when we don't have individual desks), in rooms for specialized instruction and in front offices. Due to the difference in the spaces, and it could include.

- Staggering the use of common spaces
- Rearranging furniture and equipment to move students and staff farther apart
- Adjusting schedules to allow for more cleaning and disinfection
- Modifying hall traffic
- Staggering arrival and dismissal procedures



### Masks:

Everyone is required to wear a mask when on campus. We will have exceptions for students with medical issues that affect their breathing.

We will provide each student and staff member with a reusable mask, but they may use their own if they prefer.



### Handwashing:

Upon arrival before entering the building and throughout the day we will encourage hand washing (every two hours), and we will also supply hand sanitizer in every classroom. Students and staff members must wash hands or use hand sanitizer before and after meals, using the toilet, touching shared equipment, blowing their nose or throwing away garbage.



### Cleaning:

We are increasing our cleaning, including sanitizing surfaces at least once a day. We will also disinfect devices like computers. We will provide wipes and spray bottles with disinfectant in every classroom. High touch surfaces are cleaned every two hours.

For communal supplies, the teacher will have bins for clean and dirty supplies. Teachers will give students materials from the clean bin and will use sanitizer to clean the used items before returning them to the clean bin. Students and staff will clean technology, like desktops and mice, after each use.



### Transportation:

Precautions will be taken on the bus as much as possible:

- Students must wear masks.
- Drivers will wear masks.
- First Student will train drivers about health and safety precautions for COVID-19.
- First Student will disinfect all surfaces on the buses.
- Students will be social distanced while riding the bus.
- When possible, First Student will assign drivers to a single bus and route.



### Visitors:

During this time, the only visitors we can allow in our schools are people who are there to work, like substitute teachers, delivery drivers and repair workers.



### **Outside Food:**

We cannot distribute or share any food or beverages with or among students and staff. This means we will not have any shared food on campus.



### **Sharing Supplies:**

We will reduce sharing of school supplies, and we will sanitize the supplies we must share. Each student should have their own school supplies for their own personal use. Staff will sanitize office equipment between use such as staplers, tape dispensers, and the like.



### **Facilities:**

As a safety precaution, we are not yet opening our indoor facilities for use by outside groups. We will reevaluate this decision as public health guidelines evolve.



### **Water:**

Water fountains have been shut off. We are asking students and staff members to please come to school and work with a water bottle filled with water, if possible.



### **Large Gatherings:**

We will not have any assemblies, field trips or special performances during this time. This includes school-wide events. Our schools will provide new, physically distanced plans for events like registration, back-to-school nights and orientations



### **Lunch:**

All break areas have been closed off. We encourage you to eat in your classrooms or offices. Be sure to take your breaks, go for a walk outside. Enjoy the fresh air, but do keep your face covering on while on campus.



### **Student Training:**

We will help students understand how school will look different during this pandemic, teaching them about health and safety. This will include information from public health officials about handwashing, physical distancing, covering coughs, staying home, wearing face masks and avoiding face-touching.



### **Attendance:**

If you select MetroED Online for your child, this will not count as an absence. If you select the in-person option but then your child must quarantine for 14 days, these will be excused absences. If you have any questions about attendance, please contact your child's school so we can work with you.



***We are taking every precaution we can to try to keep our students and our staff safe during this COVID-19 pandemic.***

The specific details might vary a little, because of differences in things like building layouts, and schedules.

We appreciate all you are doing to help us in our efforts to protect our MetroED community.



## Answers for staff's frequently asked questions:



### *If I don't feel well, how do I deal with leave, and whom do I need to notify?*

If you believe your symptoms are COVID-19 related, you might qualify for additional leave through the Families First Coronavirus Response Act (FFCRA). You will need to report your absence as usual, you will need to contact your supervisor, and you will need to contact Human Resource.

If you are sick but it is not COVID-19, you will use your sick leave as usual, in accordance with district policy.



### *What if I use all of my FFCRA leave to care for a family member but then get COVID-19 symptoms? Do I get more FFCRA leave?*

No. If you use all your allotted **Families First Coronavirus Response Act (FFCRA or Act)** paid sick leave, you do not receive additional FFCRA paid sick leave for a different qualifying reason. However, you could use your district-provided paid leave, or you might be eligible for traditional FMLA.

Can I use my district-provided leave to supplement the two-thirds pay rate during a period of FFCRA leave I must take for caring for my child?

If you are taking FFCRA paid sick leave, you may use existing district-provided leave to supplement your leave benefits up to one-third pay, but you must inform Human Resource to do so.



***Can my supervisor or the COVID-19 Liaison send me home? If so, do I have to use my leave?***

Your supervisor or the COVID-19 Liaison may send you home if they believe you have COVID-19 symptoms or an illness that is causing concern about your wellbeing or the risk of contagion to others. There will be expectations for you to pursue treatment or medical consultation. You might be eligible for paid leave for seeking a medical diagnosis for COVID-19 symptoms. Check with HR to see if you meet the criteria, and if you do, you will need to complete the FFCRA Request Form, Human Resources can provide more information.



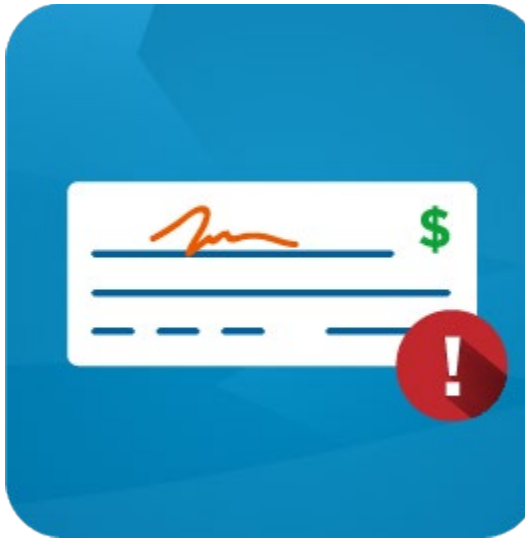
***Can my supervisor or the COVID-19 Liaison ask me about my symptoms if they are related to COVID?***

Yes, the Equal Employment Opportunity Commission (EEOC) has weighed in on COVID-related conversations in the workplace. Normally an employer may not ask you specific questions related to symptoms without medical documentation. However, as COVID-19 is a medical condition that affects others and has been deemed a public health concern, employers may ask employees if they are experiencing COVID-related symptoms, even prior to the employee working at the facility or location.



***If I am a benefit-earning employee and use COVID-related leave, will I still get my benefits?***

As long as you are a benefit-eligible employee and remain in paid status, your district-provided and paid benefits will continue. If you are no longer in paid status and are using some form of approved non-paid leave, you might be responsible for a portion of your benefits premium. Both the Human Resource department will assist you in determining any financial obligation you might have.



***If I am caring for my child who has COVID, do I get the two-thirds emergency paid sick leave for two weeks and then up to 10 weeks of two-thirds paid leave for the expanded FMLA?***

You could. For situations that are specific to COVID-19, please contact Human Resource Services for direct guidance.



***If I am caring for my child, may I use the leave every other day or every other week?***

Leave provided under the Family First Coronavirus Response Act (FFCRA) can only be used intermittently upon agreement between the employee and the employer. Each case will be determined individually and considered on the basis of being able to secure substitutes and cover work obligations.



***If I am using 12 total weeks to care for my child, why do I only get 10 weeks at 2/3 pay? Does this mean the first two weeks are unpaid?***

Correct. The first two weeks are unpaid, as outlined in the Family First Coronavirus Response Act. Human Resource Services will work with you to determine if other leave, including your own accrued leave, is available to you.



***What if my child or I have a compromised immune system?***

Please contact Human Resource immediately if you are unable to return to work. Human Resource will work with you to determine your options for paid FFCRA leave, district leave, Family and Medical Leave, or other options.



***Will teachers still have a plan time? Will we change professional development so staff aren't gathering with people from other buildings?***

Yes. In order to minimize large groups, staff will attend professional development using online tools.



***Will we be allowed to use clear face shields instead of face masks?***

A face shield cannot replace a mask, but students and staff may wear one over their mask. Students and staff may only wear a face shield without a mask when they are physically distanced. A teacher might choose this option when physically distanced at the front of a classroom when no students are present.



*Will temperatures be taken each day to enter the campus?*

Yes.



*Will we provide Plexiglas barriers?*

We have ordered Plexiglas to put on teacher desks, on student tables (when we don't have individual desks), in rooms for specialized instruction and in front offices.



*Will we ask students or staff to quarantine after they travel for personal reasons?*

There are no current travel restrictions.

We continue to follow the guidance of public health officials and have suspended all work-related and student travel. We will adjust as the situation allows.



*What resources are available to me?*

**MetroED** is dedicated to serving our employees and providing mental and emotional wellness resources for total health — mind, body, and spirit. These tools can help you navigate life's challenges and make small changes to improve your sleep, mood, relationships, and more.

Visit [www.metroed.net/wellness](http://www.metroed.net/wellness)

