



School District of Philadelphia

Employee Expectations and Guidance
for Advancing Education Safely in 2020-2021

July 15, 2020

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I. OVERVIEW

The School District of Philadelphia is committed to ensuring our employees feel safe and supported during this unprecedented time. We know that with so much uncertainty and change during a global pandemic, it is essential to have clear and consistent communication. This document provides guidance and expectations for our employees in alignment with the District's plans to return to in-person work and to address questions that employees might have in preparation for the 2020-2021 school year.

The District's [Advancing Education Safely](#) plan outlines many of the details regarding the 2020-2021 school year for our students, staff, families, and community. This document is intended to provide more detailed information and specific guidance to District employees in alignment with that plan. Specifically, the guidance in this document speaks directly to the following topics:

- **Health and Safety Protocols:** All employees must follow a standard set of guidance to create a safe work environment. We detail the District's guidance for general hygiene, face masks, social distancing, ongoing health screenings, responding to potential diagnosis or exposure to COVID, and a new visitor protocol.
- **Cleaning and Ventilation Protocols:** Buildings must be clean and allow for appropriate air flow. We outline preparation activities being taken in buildings in advance of reopening, updated protocols and requirements for all employees around daily cleaning, and ventilation protocols.
- **Returning to Buildings and Working Remotely:** Employees in central office will be brought back in a tiered approach, with altered schedules to accommodate social distancing. We describe the process for returning here.
- **Understanding Expectations for Attendance, and Leave Options:** We provide an overview of employees' options for accommodations and leaves, especially if they have medical issues that prevent them from returning to physical building or are caring for someone else which impacts their ability to return to work. We also provide an overview of attendance and leave options..
- **Training and Supports for Employees:** Training is critical to any shift in the way we do work; we provide an overview of the training -- for health and safety, for academics, and for student supports - that will be offered to employees during this time, for instruction during this unique time, as well as how we can prioritize and support the mental health and wellness of our staff and students.

Both that plan and this guidance document for our employees are guided by a core set of principles that reflect our highest priorities:

- **Health and safety** → The District will make every effort to safeguard the health, safety, and well-being of its students, employees, and community-at-large. Planning and decision making will be guided by the Centers for Disease Control and Prevention, PA Department of Education, and Philadelphia Department of Public Health guidelines and doctors and public health experts from the Children's Hospital of Philadelphia.
- **Continuous high-quality instruction** → The District will deliver high-quality instruction seamlessly to all students across face-to-face and digital environments to support student growth and achievement.
- **Educational equity** → The District will provide all students with access to quality grade-level instruction and social-emotional support, with a focus on removing and ending racist practices.
- **Data-driven decision making** → The District will use data and expert analysis to inform decision making and build trust amongst all stakeholders. Our decisions will be informed by students, employees, and school community members.
- **Flexibility** → With the uncertainty and changing landscape, the District's plan will build in flexibility so we're prepared to adjust based on the needs of stakeholders and changes necessitated by medical circumstances and public health guidance.
- **Accurate and timely communication** → The District will ensure that students, employees, and families have the information they need to be safe, and keep all stakeholders up to date with important information throughout the school year.

In addition to these guiding principles, staff, student, family and community input has guided our thinking and conversations. Most recently, over 12,000 staff members and over 15,000 parents/guardians and community members participated in a survey about reopening. In addition, many staff participated in the virtual town hall meetings the District held in July regarding potential plans for reopening. The findings of the surveys and feedback from the town hall meetings have informed our work in general. (We invite you to review the survey results [here](#).)

As with all of our plans and guidance developed in an ever-changing environment, while this document contains the best practices and procedures of the moment, we expect that guidance will change. This guidance is based on a model in which all schools are open on a hybrid model at the start of the school year. However, in the District's plan, the framing of the document notes that the "current plan may change, maybe even many times before and after the new school year begins based on guidance we receive concerning the appropriate response to the virus." As new information becomes available that would affect this guidance, we will provide updated employee guidance to make sure we are adapting to the most up to date information about school and in-person work shared by federal, state, and local officials and health experts. We appreciate your understanding as we all work together to serve our students and families during this unprecedented time.

II. HEALTH AND SAFETY PROTOCOLS

The most important aspect of ensuring a safe work environment upon return to buildings is to have consistent safety protocols that are grounded in scientific research and guidance. To this end, the Health Committee has developed a set of Health and Safety Protocols in accordance with Centers for Disease Control and Prevention (CDC) guidelines, the Philadelphia Department of Public Health (PDPH), and the Pennsylvania Department of Education (PDE). (Note: As conditions and public health guidance change these guidelines will be updated and communicated to our employees and school communities.)

Any in-person activities, whether school-based or in central offices, must be conducted in alignment with the Health and Safety Protocols. Please review each of the following protocols closely as they contain important details about expectations for all employees to ensure a safe working environment.

- [General Health and Hygiene Protocols](#)
- [Face Mask Protocol for Employees](#)
- [Social Distancing Protocol](#)
- [Health Monitoring Protocol](#)
- [Presumptive and Confirmed COVID 19 Case Protocol](#)
- [Visitor Protocol During COVID-19 Pandemic](#)

The general guidance for how the District will ensure implementation with these protocols is detailed below.

General Requirement to Comply With All Protocols

All School District of Philadelphia employees have an obligation to keep themselves safe and secure, and also must strictly maintain practices to keep others safe and secure. To this end, all employees, contractors, vendors, and approved visitors will be required to follow all Health and Safety Protocols while performing work on behalf of the District and/or on a District property. In addition, we ask that all employees follow any health and safety requirements issued by the Commonwealth of Pennsylvania and the City of Philadelphia.

All employees will be required to sign a general document that acknowledges receipt of the Health and Safety Protocols and their agreement to comply with these and all actions.

While current protocols are shared here with all employees, it is each individual employee's responsibility to stay informed of the District's Health and Safety Protocols, given that they may change over time to address evolving guidance from federal, state, and local officials and health experts. Any updates to Health and Safety Protocols will be sent to all employees via email and will be posted on the District's website.

Addressing Non-Compliance with Health Protocols

As this is a collective effort, if you see someone who is not following the Health and Safety Protocols, please respectfully remind them of the required protocols. If you have concerns about a colleague's willful violation of the protocols or if you feel uncomfortable addressing perceived violations directly, please share

this concern with your manager. A central feedback mechanism is being developed, and will be in place for reopening, so that staff can share any concerns about non-compliance with health protocols.

Managers will be responsible for monitoring employees' and visitors' adherence to the protocols and will receive guidance on how to do so appropriately. Repeated infractions or willful disregard for the protocols by employees can result in disciplinary action.

Training on Health Protocols

In August, employees will be provided with a mandatory, online District Health and Safety Training for COVID-19. This training module will reflect the information included in this guidance document so that all employees have multiple means of receiving this critical information that requires consistent implementation to be effective.

Observe all State and City Travel Restrictions and Quarantine Orders

The District discourages employees from any non-essential travel to identified areas with elevated levels of the virus. Because of the recent increase in COVID-19 cases in numerous states across the United States, PDPH has issued the following recommendations:

- People should not travel from Philadelphia to any of the [red states identified by the Philadelphia Department of Public Health](#) as having an increased risk, if it can be avoided.
- People traveling to Philadelphia from any of these states or from international travel should [self-quarantine](#) for 14 days. (Employees who can work remotely should coordinate this with their manager.) The PDPH advises that if self-quarantine is not practical for 14 days after traveling to Philadelphia they should:
 - Wear masks at all times at the workplace or near other non-household members, and
 - Monitor closely for the development of new onset of cough, fever, or other COVID-19 symptoms; if these symptoms occur, follow the City's [guidance for isolation \(PDF\)](#) and get tested for COVID-19.

For employees who live in and commute from states that are identified as high risk, the Philadelphia Department of Public Health has indicated that they do not have to quarantine at home but rather must:

- Monitor themselves twice daily for symptoms such as cough, fever, or other COVID-19 symptoms and conduct temperature checks twice daily; if these symptoms occur, follow the City's [guidance for isolation \(PDF\)](#) and get tested for COVID-19.
- Wear masks at all times at the workplace or near other non-household members.

Health Protocols in Non-District Buildings

Additionally, for employees who work in facilities that are not owned and operated by the School District of Philadelphia, these facilities must submit their health and safety plan to the City of Philadelphia's Department of Public Health for approval. Once approved, District employees will be permitted to report to work as appropriate in these facilities.

High-Risk Employees

The CDC has delineated [health conditions that may put a person at higher risk](#) for complications related to COVID-19. Employees returning to work should consult with their doctor if they feel that they are part of a high-risk population. In addition to taking any and all precautions necessary to protect themselves while they are in the workplace, if someone's health is considered high risk or someone is pregnant and is concerned about risks in returning to work, please engage in individual discussions both with your supervisor and the Office of Employee Health Services. (Please see the "Options for Employees Considering Leave" section below for more information on this process.)

III. CLEANING AND VENTILATION PROTOCOLS

The District is requiring intensive cleaning, sanitization, and ventilation protocols to occur before returning employees to a building as well as enhanced cleaning and disinfecting protocols when buildings reopen. (see the Office of Facilities & Maintenance [Cleaning and Ventilation Protocols](#)) that applies to all District buildings. This section is intended to provide a general understanding of the District’s detailed cleaning approach and to underscore all employees’ increased role in maintaining a clean working environment.

BUILDING PREPARATION AND SANITATION

In accordance with cleaning guidelines established by the CDC, PDE, and the PDPH, central offices and school buildings will be thoroughly sanitized and prepared prior to a full return of staff and students. Specifically for schools, cleaning phases before reopening include:

Summer Cleaning and Disinfecting (Schools)

- Summer cleaning is broad based cleaning performed in June through August which includes deep cleaning and disinfecting of every accessible surface in the building by custodial staff.

Preparatory Cleaning (Schools)

- The week prior to re-opening a building, Building Engineers will conduct inspections of summer cleaning tasks.
- Custodial Staff will then utilize antiviral/disinfecting supplies to complete additional disinfection timed with re-entry to buildings.

As a part of these cleaning phases to prepare buildings, the District has a set of actions it will take in advance of opening any buildings. Below is this list for our 440 N. Broad Street location. Similar checklists will be utilized in advance of reopening school buildings and other District properties.

SAMPLE BUILDING PREPARATION ACTION LIST: 440 N. BROAD ST.
<input type="checkbox"/> Assess building spaces square footage to create a list of maximum # of employees per area
<input type="checkbox"/> Place floor markings (directional, social distancing) on all floors
<input type="checkbox"/> Post signage (elevator capacity, social distancing, mask, bathrooms) on all floors
<input type="checkbox"/> Determine conference room capacity and place signage
<input type="checkbox"/> Increase cleaning and sanitation and set protocols for these procedures daily
<input type="checkbox"/> Remove furniture from lunchrooms
<input type="checkbox"/> Install barriers at entry point reception desks
<input type="checkbox"/> Ensure hand sanitizer stations are available at entry, outside bathrooms, and in other communal areas
<input type="checkbox"/> Put in place increased ventilation and monitoring procedures
<input type="checkbox"/> Purchase disinfectant wipes and cleaning supplies for employees to wipe off their desks

DAILY CLEANING REQUIREMENTS

In addition to the work necessary to prepare buildings for the return of employees, ongoing cleaning and care will be essential to maintaining a healthy environment for staff and eventually students and families.

While the primary responsibility for all summer cleaning, preparatory cleaning and daily cleaning will be handled by District custodial staff, all employees will play a part in cleaning high touch areas. For example, all employees in District buildings will be expected to do the following:

- Disinfect high touch points in and around their work/personal space at least every four hours and prior to leaving their space at the end of each day. (High touch points are defined as areas in the employee's work space that are frequently touched. These items include, but are not limited to: desk, worktop surface, computer, including keyboard and mouse, telephone and chair arms.)
 - High touch points should be wiped down using an EPA-registered disinfectant/antiviral wipe or towel and EPA-registered disinfectant/antiviral cleanant supplied by the District.
 - EPA-registered cleaning wipes or towels and an EPA-registered cleaning agent will be supplied for employees and staff to conduct high touch cleaning.
- Clear and declutter work area upon initial return including (but not limited to): removing and recycling old documents, clearing areas of excess items not necessary for daily work, and keeping floor areas clear of items that would impede sweeping and vacuuming.
- Clear work surfaces of paper and other materials before leaving every day, to allow for additional cleaning by maintenance, if needed.
- Employees who rotate to more than one location during the day should disinfect their workspace at the end of their time using the area.

In addition to the actions expected above and taken by all staff, the District is also implementing increased cleaning standards. Custodial staff members will be executing the following actions:

- Increased disinfection of high touch surfaces in all buildings shall occur throughout the day, including desks, doors/knobs, light switches, handrails, water fountains, bathroom fixtures, tables, chairs, etc. Custodial crews shall use an EPA-registered cleaning agent, allow proper dwell time, and wipe clean as appropriate.
- Mopping all floor surfaces using EPA-registered general floor cleaning products.
- Supply antiviral disinfectant for the cleaning of tables and desks following breakfast and lunch periods.
- At the end of each operational day, after students and other staff have left the building, spray with EPA-registered disinfectant in all classrooms, bathrooms, office spaces, hallways, elevators (if applicable), foyers, and vestibules.

INCREASED VENTILATION PROTOCOLS

Following guidance of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), dilution and filtration of air are also important aspects to prevent COVID-19 from spreading. As

no two buildings are alike, and all of our more than 200 school and central office buildings vary in design, complexity, and function, the specific actions and updates for ventilation will vary. The specific actions are detailed in the document from the Office of Facilities & Maintenance. Generally, actions the District is taking to make sure that there is proper ventilation in rooms across buildings include:

- *In buildings or rooms with central air conditioning or A/C units:* Outside air dampers will be adjusted to introduce more fresh air to blend with return air to increase air changes in rooms.
- *In buildings or rooms with no air conditioning:* Operable house fans will run during occupied hours and portable fans will be added as needed to introduce more fresh air into the building.

IV. EMPLOYEE RETURN TO BUILDINGS AND ONGOING REMOTE WORK

The School District of Philadelphia has emphasized the need to work remotely as much as possible since our school buildings closed in mid-March. While the City and State have begun to relax restrictions, out of an abundance of caution, the District has continued to operate remotely with only essential employees working on site. As we prepare for the 2020-2021 school year, the District will begin inviting non-essential employees to return to buildings in tiered phases. This section outlines the process for employees to return to work, aligned with Health and Safety protocols and with an ongoing focus on limiting the risk of exposure to COVID-19 as much as possible.

WHO RETURNS WHEN

During the “red phase,” only essential employees, designated by each department, whose work required them to be on District property were permitted entrance to buildings. Moving into the “yellow phase” after June 5th, the District brought back certain employees essential to the preparations for the upcoming school year and for day-to-day operations of the District. As the District moves toward a larger return to in-person activity, we will invite employees over the summer to return in two stages so that we can ensure our Health and Safety protocols are clearly communicated and effectively supported.

The overall plan for the tiered return of employees is outlined below. Please note that the plan below presumes students return on September 2nd to school buildings in a hybrid model in alignment with the District plan shared on July 15th. We recognize that the District may need to rapidly return to working remotely and/or change plans due to evolving conditions. In these circumstances, the plan outlined below would change as well. The District will issue clear communications if that occurs to ensure employees understand their work duties and responsibilities while working remotely.

- Based on the work completed to date, auxiliary non-school buildings were ready in June and **the District’s headquarters at 440 N. Broad St. will be ready by July 20th** to start accepting the next phase of employees.
- **School buildings will not be open to staff until August 24th.** Only school administrators can access school buildings prior to that time.

Phase	Description of Access	Notification and Guidance
Red Phase: Buildings Closed to Staff and Public (March 15 - June 4)	Only essential employees permitted entrance to buildings.	Employees received a notification that they were considered essential employees from their Chief.
Yellow Phase + Green Phase I (June 5 - July 19)	Managers were asked to identify a small number of employees whose duties required them to be on-site	Employees who returned during this phase received a notification from their chief and a short

	while buildings were still closed to the public and most employees.	summary of health and safety protocols in place at that time.
Green Phase II (July 20 - August 15)	<p>For Green Phase II, central office managers will identify who meet the criteria below:</p> <ul style="list-style-type: none"> ● Employees whose functions cannot be performed remotely; AND ● Whose functions are essential for <ul style="list-style-type: none"> ○ the ongoing safety, maintenance, and security of basic operations; OR ○ a successful reopening of school. <p>School administrators may return to buildings during this time as well.</p> <p>For this phase, the <u>goal is to continue to limit the number of staff in buildings so that we can assess the effectiveness of protocol implementation, the potential increase in the number of COVID cases, and ultimately guidance from the PDPH before more employees return.</u></p>	Departments will reach out to their specific employees who have been identified for this phase, implementing staggered schedules and other necessary measures to implement social distancing effectively. All employees will receive health and safety protocols prior to their return.
Green Phase III (August 16 - onward)	<p>Central Office: Managers will draft schedules for a larger return of staff, as needed. However, given social distancing protocols and the general goals to work remotely whenever possible at this time, we will continue to emphasize that the number of employees required to come on-site every day in each department should remain low. (See below manager guidance for this phase.)</p> <p>Schools: Staff will return to buildings on August 24th.</p>	<p>All employees who return will have received the Health and Safety protocols that they must follow while on District property.</p> <p>In August, all employees will receive a mandatory training regarding the Health and Safety protocol.</p>

It is essential to keep in mind that across all of these phases, *the District will continue to ask employees who can effectively meet the core objectives of their role remotely to continue to do so.* For the foreseeable future, we do not anticipate that central office and non-school based staff will be in-person at pre-COVID capacity levels.

Staggered Work Shifts

To accommodate social distancing, managers may need to use staggered work shifts to further ensure that proper social distancing requirements are met. Central office managers will receive guidance about options

that they might consider, such as staggering schedules on any given day (e.g., early start and late start), staggering schedules by day (e.g., work Monday-Wednesday, or Wednesday-Friday), staggering schedules for any given week (e.g., one week onsite and one week remote), or a combination of these options. The most appropriate model will depend on the department's work and space layout.

Work schedules at schools will be driven by the School Plan models and varied bell schedules.

GUIDANCE ON WORKING REMOTELY

Prior to the pandemic, very few employees were allowed to work off-site. This unique circumstance has presented an opportunity for the District to explore the advantages for some of our employees to continue to work remotely.

Updated Guidelines Forthcoming

By August 2020, the District will share new Remote Work Guidelines that provide explicit guidance about remote work in the District moving forward. These guidelines will be grounded in several principles for offering remote work options including to:

- support the productivity and well-being of our employees,
- create an additional way to reduce the risk of virus transmission,
- promote alternate workspaces that may be more conducive to efficiency and efficacy,
- optimize productivity and continuity of operations in the event that employees are required to work remotely due to health or safety needs, and
- not negatively impact students, learning, or District operations.

Eligibility to Work Remotely

As always, certain roles will be required to be on-site when our children are in buildings; remote work guidelines will not apply to all employees. General cleaners or electricians, for example, cannot complete their work remotely. Likewise, school administrators must be on-site to effectively lead students and staff who are reporting to physical buildings and, therefore, cannot work remotely. However, the unique situation we face for the 2020-2021 school year may drive some difference in eligibility for remote work this coming year. For example, typically no teacher would be eligible for a remote work policy. This year, there will be an exception for remote work for certain school employees who are providing digital instruction daily to students through the all-virtual Digital Academy. (More specific information on how the staff for the Digital Academy will be selected is forthcoming.)

When determining eligibility for remote work the District will consider, among other factors:

- The impact on students and schools,
- The nature of the job/work, tec
- Whether the employee can maintain the expected quality of service remotely,
- The employee's access to required technology to complete work remotely,
- The employee's ability to self-motivate and regulate their work, and

- The needs of the employee and the District.

Employees uncertain as to whether their role may be eligible for remote work should talk with their manager. When the Remote Work Guidelines are released in August 2020, there will be a mandatory form for remote work that requires final approval of the employee's direct manager, and the Chief (for central office employees) or Assistant Superintendent (for school-based employees).

Separate from that approval process, employees may also reach out to Employee and Labor Relations at accommodations@philasd.org if they have a documented medical issue that requires a work-related modification for continued on-site work, or requires them to remain at home to determine if there is an available reasonable accommodation to suit their individual needs.

Remote Work Schedule

In the spring of 2020, with a sudden shift to remote work for all employees coupled with a stay-at-home order due to the pandemic, we emphasized the flexibility of work schedules that was required. As restrictions have begun to be lifted in the City and as we return to buildings in larger numbers, employees are expected to follow their standard work hours agreed to with their manager (which may be staggered or different during this time), even when working remotely.

Employees who are off-site must still adhere to their typical job responsibilities and responsiveness requirements, remain accessible during the workday, and attend meetings/functions while working remotely. Any appointments or extended time away from job duties while working remotely or any changes to standard hours must be explicitly approved by the manager in advance, just as would be the case if an employee were working on-site.

General Expectations for Remote Work Mirror Expectations for On-Site Work

- Remain accessible via phone and email during the daily scheduled work hours, just as you would if in your on-site work location.
- Review and respond to email throughout the day, if this is an expectation of your day-to-day work in a more traditional workday.
- Provide a contact number to your supervisor where you can be reached during business hours and be accessible throughout the workday.
- Check-in via email or phone with your supervisor on a regular basis to discuss the status of your deliverables and open issues.
- Managers should maintain one-on-one check-ins and other routine team meetings.
- Be available for meetings, as scheduled.
- Be mindful to avoid early morning calls and calls after traditional work hours, unless it is an emergency. If you are working remotely outside of the region, and in a different time zone, your work hours will nonetheless need to align with work hours set by your manager

- Ensure that all sensitive and personal data is protected by maintaining confidentiality in compliance with FERPA, HIPAA, Board policies, privacy and other confidentiality laws and rules, and the District's [Acceptable Use of Internet, Technology, and Network Resources](#) policy.

Tips for Remote Work

As we have all learned recently, working from home can feel very different from working at the office -- some things are easier, and some things take more time when you don't have access to all resources typically available at your office. Remote work should be guided by a few key strategies:

Create Routines that Work for You. Working remotely creates a need to clearly define your workspace and your routines. By creating a morning routine—whether that's allotting time for coffee, a morning walk, or a quick call to your family member—this segmented time helps with establishing boundaries between work and non-work and creates a more productive work time.

Communicate Often. Physical distance tends to lead to less communication; however, now more than ever, proactive and frequent communications are a necessity. Whether it is about the status of a project that you are working on or what your availability is, communicating regularly with your team is critical. It is especially important to determine with your team how everyone will know when individuals are "online" and available for others.

Participate in Meetings Effectively. Due to social distancing, even when some staff return to buildings, large group meetings will still need to be virtual. For effective meetings:

- Determine upfront whether your group will use cameras for group meetings.
- Check your audio and video settings beforehand to ensure they are working properly.
- Mute your microphone when you're not speaking (and remember to un-mute when you start to speak).
- Be aware of what is in the background while on a video conference. People can see more than just your face on video calls, so be aware of what is in the frame.

Foster Relationships. Just because you are distant doesn't mean your relationships have to be distant. Finding different ways to stay connected with your colleagues who you don't physically interact with everyday is important -- whether that is a "Zoom" trivia game with your colleagues or regularly scheduled one-on-one calls with someone you usually catch up with at lunch.

In addition to these strategies, you have probably all learned new ways to work effectively while remote over the past few months; necessity does breed invention. Keep doing what works for you in a remote environment to remain productive but ensure that your schedule and your strategies do allow for time away from "work" in your home. Finding the right balance to ensure you don't burn out is important.

V. UNDERSTANDING YOUR LEAVE OPTIONS AND ATTENDANCE EXPECTATIONS

We know that the decision to attend work face-to-face right now is a sensitive personal decision for many of our employees. Health considerations and family needs are legitimate concerns as we move toward a new normal during this challenging time. We also know that our work exists to serve the students and families of Philadelphia who are facing equally difficult circumstances at home, and are anxious to get back to normal learning and work routines. We move forward with an aim to fulfill our mission to educate Philadelphia children, while providing flexibility to our employees in ways that do not impact the important services we provide or put student safety at-risk.

We want to make sure that all of our employees feel safe and supported as we move forward with this planning, having gathered feedback through surveys, virtual town halls, engagement with our union partners, and on-going conversations with managers, school leaders, and staff about their evolving needs. Even with these efforts, we know that each individual may have unique considerations and needs that are not addressed in our guidance. For our instructional staff, we have already temporarily relaxed the 60-day notification requirement this summer and extended the deadline by which to submit a resignation or retirement to July 22nd, knowing that some staff will want to make this decision after reviewing the District's plan for reopening, released on July 15th.

For employees who have specific concerns about returning and want to understand their options, this section details options available to employees considering whether to physically return to work or not during this time, and outlines expectations for attendance and timekeeping. Once you review this guidance, we encourage you to reach out to your direct manager with any remaining questions or concerns.

OPTIONS FOR EMPLOYEES CONSIDERING LEAVE

As staff return to physical buildings, you may have questions about what options are available to you in terms of the ability to continue to work from home, request an accommodation, or potentially even take a leave. Every individual situation is unique so there are no universal responses to these questions. For all of the various scenarios listed below, eligibility for leave varies depending on position, union affiliation, and years of service. Leave benefits (full, partial or no pay) vary depending on the type and amount of leave requested. Questions regarding eligibility and specific options should be sent to [Employee Health Services](mailto:employeehealth@philasd.org) at employeehealth@philasd.org.

Are you in a vulnerable population that prevents you from reporting to a physical building? Employees who feel they cannot report to a physical building due to their own specific medical concerns, but who may be able to work under modified conditions, can contact the Office of Employee and Labor Relations at accommodations@philasd.org to discuss possible accommodations under the American with Disabilities Act (ADA). Medical documentation may be required to support a request for an accommodation. Please

note that not every position is eligible to work remotely as an accommodation, and, as such, the reasonable accommodations available to employees may vary depending on role and job duties.

Employees who must report to a physical building because they are not eligible to work remotely as part of an accommodation may be eligible for the following types of leave:

- The Families First Coronavirus Response Act (FFCRA¹) sick leave
- Family and Medical Leave Act (FMLA) leave
- Sick leave
- Wage-continuation
- Sabbatical
- Vacation
- Personal leave

Are you or a close, dependent family member currently quarantined at home because of COVID-19?

Employees who have been quarantined as a result of COVID-19 -- or who are caring for someone who is directed to stay at home as a result of COVID-19 -- and cannot work from home based on their job duties and responsibilities should contact [Employee Health Services](#) at employeehealth@philasd.org for an explanation of leave benefits that may apply to you. (If you can work from home while quarantined, you will need to discuss this with your manager to confirm that it is feasible and appropriate for you to do so.) Employee Health Services will also provide you with the necessary documentation, if any, required for certification. Medical documentation may be required to support a request for leave. In general, an employee can utilize any and all available leave time at their disposal in this scenario.

Available leave for employees who are subject to a quarantine or quarantined by a medical professional may include:

- FFCRA sick leave
- FMLA leave
- Sick leave
- Wage-continuation
- Illness in family leave
- Medical sabbatical
- Vacation
- Personal leave

Available leave for employees who must care for another individual subject to a quarantine or quarantined by a medical professional may also include:

- FFCRA sick leave
- FFCRA Emergency Family Medical Leave Expansion
- FMLA

¹ A detailed explanation of FFCRA leave available to employees is found [here](#).

- Illness in family leave
- Medical sabbatical
- Vacation
- Personal leave

Do you have childcare needs that prevent you from working? We recognize that childcare needs may present difficulty for certain employees to return to work on-site. Employees should first work with their supervisor to determine if there is a solution that can be found with adapting their work schedule. If an adjusted schedule is not feasible, an employee may have leave options available to them and should contact [Employee Health Services](#) for an explanation of the possible leave benefits that may apply under these circumstances. Employee Health Services will provide you with the necessary documentation, if any, required for certification. Available leave may include:

- FFCRA sick leave
- FFCRA Emergency Family Medical Leave Expansion -
- Vacation
- Personal leave

Do you have specific concerns about returning to work stemming from an unease related to the pandemic?

Employees who do not have a medical condition, as determined by a medical professional, that prevents them from returning to work do not have any specific options available to them. The District is currently following all federal, state, and local guidance designed to ensure healthy and safe working conditions. Those employees who are not eligible to work remotely and do not have an accommodation to do so should review the District's plans for safe operation in the fall and discuss with their manager reasonable options for adjustments or enhancements to the physical workplace. Ultimately, the District will have to balance employees' concerns about a return to physical buildings with the District's need for staff to support the work we do for students.

Do you believe that you may have contracted COVID-19 while working for the District?

Injuries that occur while working for the District may be covered under Workers' Compensation Law. If you believe that you contracted COVID-19 while performing your work for the District, you should contact [Risk Management](#).

ATTENDANCE AND TIMEKEEPING EXPECTATIONS

First and foremost, *we do not want employees to report to work who are sick*. If you are not well, please stay home, notify your immediate supervisor and take a sick day.

Increased Flexibility in Attendance Policies

We understand that the current situation calls for more flexibility in general around our attendance policies to meet the needs of our employees. To this end, we are temporarily expanding our attendance policies in two areas:

Employees will have to provide medical documentation after *five* (not three) days of sick leave.

- In our current policy, we require medical documentation after the third consecutive sick day. Under this new temporary policy, employees will have more time to provide medical documentation after the fifth consecutive sick day..
- Please note that there are different rules for medical documentation specific to COVID-19. Please see the “Presumptive Positive” section of this guidance for those rules.
- Please also note that this change in policy is not intended to delay medical care for any employee who needs it -- if you feel you need medical advice or assistance, please reach out to your health care provider as soon as possible!
- This temporary policy will begin August 1, 2020 and will extend through December 31, 2020, aligned with the federal government’s FFCRA leave that also expires December 31, 2020.

Employees can use up to 10 sick days from their existing sick bank for illness-in-family reasons.

- In our current policy, if you must stay home to take care of a sick child or family member, you cannot use a sick day and instead must take an “illness in family” day which is paid at 50%. Under this new temporary policy, an employee can stay home to take care of a sick child or family member and use a sick day instead, thus receiving 100% pay for that day off (if there is sick time available in their bank).
- Please note that this does not increase the total number of sick days that anyone will receive; rather, it will allow employees to be paid at their full daily rate when they must stay home to take care of a sick family member.
- Additionally, we are also extending the timeline for medical documentation for this leave. While “illness in family” typically requires medical documentation after three (3) consecutive days, under this temporary policy, a medical note will be required after five (5) continuous days of sick days taken for this purpose.
- This temporary policy will begin August 1, 2020 and will extend through December 31, 2020, aligned with the federal government’s FFCRA leave that also expires December 31, 2020.

We will not be suspending our discipline policy as related to attendance. However, as always, the discipline policy related to attendance can take into account someone’s personal situation and is intended to take into account abuse or misuse of sick time, patterns of absences (e.g., calling out sick every Friday), and chronic attendance problems. If someone is absent because they were diagnosed with COVID-19 and they are required to stay home, these days should not be used as an occurrence in a discipline process.

Work Hours

With the sudden building closure in the spring, employees’ work schedules and timekeeping procedures were relaxed significantly due to the need for greatly increased flexibility and the ripple effects of a stay-at-home order. As employees return to physical buildings and as we develop more robust procedures

for remote work, all employees are expected to work their standard work schedule as established with their manager and, in certain circumstances, as dictated by various collective bargaining agreements. Of course, as with many of our plans these days, updates to work schedules and expectations may be required if there is a dramatic change due to the pandemic. Any updates to this expectation will be sent out to all employees.

Timekeeping Process

School-based timekeeping guidance will be issued closer to the start of school. For now, central office employees should continue to communicate their leave time requests to their direct supervisor and office payroll administrator via email.

By November, the District expects to have our new digital timekeeping system -- Kronos -- up and running. This timekeeping system will allow for both on-site timekeeping--with time clocks that allow you to swipe your badge and remote timekeeping devices through the use of technology (e.g., laptop, mobile phone) remotely. These timekeeping systems will allow us to begin to move away from a paper-based timekeeping system in a digital world. Secretaries will continue to input time in Advantage even with these timekeeping systems for this school year. More information will be shared in the fall closer to the launch of these systems.

VI. TRAINING AND SUPPORTS FOR EMPLOYEES

EMPLOYEE TRAINING

During the spring of 2020, we suddenly found ourselves in a dramatically different situation without adequate time to fully prepare our teachers, systems, workforce, students, or families for the abrupt changes in how we provide instruction. Plans for next year must address the need to more thoroughly prepare our employees for this new approach. Indeed, ongoing training and clear communication -- both for all employees and for supervisors to support their employees -- are essential to ensure that all employees understand the expectations for their individual roles (e.g., a teacher who is providing remote instruction, a general cleaner who has new responsibilities for cleaning classrooms) as well as to understand what our collective roles are as a group (e.g., understanding Health and Safety protocols).

Content for our employees will be delivered via a mixture of asynchronous (screencasts, documents, self-paced online learning) and synchronous (live virtual) sessions. (Depending on the current status of the virus and based on guidelines of group gatherings from the City Department of Health, in-person sessions could be offered but are not planned at this time.) Materials and professional learning recordings will be accessible from the District's website so that they can be used as an ongoing resource for staff.

- **Health and Safety** - A series of role-specific training will be developed for administrators, teachers, and staff to ensure all have the necessary knowledge and skills to implement the District's health and safety plan. Topics will be organized into three key areas: facilities cleaning, sanitizing, disinfecting and ventilation; social distancing and other safety protocols; and monitoring student and staff health.
- **Student Supports** - School leaders, teachers, and staff will participate in a series of facilitated development sessions to gain skills, review resources, and prepare for an intensive focus on social emotional development, community & relationships, mental health and trauma at the start of school. School leaders will also receive training on systems and practices that support staff wellness.
- **Academic Support** - Teachers and school leaders will participate in professional learning aligned to the instructional frameworks, strategies to support implementation of instructional expectations for both face-to-face and digital learning environments. This content will support teachers and leaders in ensuring equity and access to quality grade-level instruction for all students.

You will receive more information from the District and/your manager on specific training and learning opportunities on these various topics, depending on your job roles and responsibilities.

SUPPORTING EMPLOYEE MENTAL HEALTH AND WELLBEING

Individuals have faced innumerable difficulties in the past few months, confronting issues with food insecurity, trauma, post-traumatic stress, illness, loss of loved ones, and more. From the very beginning of our building closure, the District has emphasized the need to be both flexible and supportive of employees' various needs. It is essential that any part of a reopening plan have an element that is focused on ensuring employees feel supported and have access to various resources to address their mental health needs. Simply put, we cannot be our best for the students we serve if we are not taking care of ourselves.

A New Emphasis on Healing Together

Wellness also goes beyond specific programs and lives in the day-to-day interactions with staff and students, where we can all find healing and purpose. We will launch a [Healing Together](#) initiative that is designed to address the needs of our students, staff, and families in the wake of sustained trauma in collaboration with trusted local partners and national experts.

All staff will have access to professional development on integrating mindfulness into their daily lives, and on using mindfulness practices with students. This professional development and the accompanying resources will be available beginning in late August and will continue throughout the year. In addition, during the month of August all staff will have access to voluntary, virtual support sessions facilitated by the Center for Supportive Schools. These sessions will be safe spaces where staff can give and receive support around the traumatic events of the past months and share concerns they may have about the coming year. This service is being provided for staff in acknowledgment of the hardships many have faced and the anxieties many may be living with now.

More information will be provided in the coming weeks on how to access these services.

Accessing Employee Benefits

The District also offers mental health wellness measures through our Office of Benefits, including:

- *Employee Assistance Program (EAP)*: EAP is a voluntary service that provides free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who may be facing issues, such as stress, grief, family problems, and alcohol/substance abuse. Employees can reach out to our EAP provider 24 hours a day, seven days a week via phone at 833-812-5180 or on the web at www.guidanceresources.com (Web ID: SDP)
- *Headspace*: Every employee also has access to a free one-year subscription (when using our District email) to the Headspace App which provides an entire library of wellness activities and advice, including meditation skills, pointers for better sleep, tips for managing anxiety, mindful eating and more.

More generally, our employees should feel that their Benefits are working for them in many helpful ways during this time period, whether using Tele-medicine or accessing qualified healthcare providers. Please contact the [Office of Benefits](#) for any specific questions regarding how to leverage your existing benefits.