



Return to Work & COVID-19 Concerns

FAQs for Staff

This FAQ is provided as a general resource for staff and provides answers to common questions regarding return to work and COVID-19 concerns. This FAQ will be updated as needed. If you have additional questions and/or need clarification, please contact your immediate supervisor or a member of the Human Resources team. For specific questions regarding eligibility for job-protected leave (FFCRA and FMLA), please contact Jennifer Lumley, Benefits Facilitator, at (913) 993-6497.

Q: What steps is the District taking to keep staff and students safe?

A: The health and safety of our staff and students was the top priority in development of reopening plans. The District has, and will continue to, implement multiple steps to prevent the spread of disease. These steps are described in detail in our [reopen plans](#).

Q: Will the District provide masks to staff?

A: Yes; the District will provide 1 washable cloth mask to all staff. All staff and students are expected to arrive at work/school everyday with a cloth face covering.

Q: What is the Family's First Coronavirus Response Act (FFCRA)?

A: The FFCRA requires certain employers, including the District, to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 from April 1, 2020 to December 31, 2020. Information about leave under the FFCRA is available on the [Human Resources webpage](#), as well as on the [U.S. Department of Labor website](#).

Q: What should a staff member do if they feel sick or have been exposed to a person who has COVID-19?

A: Staff who have symptoms of COVID-19, who have tested positive for COVID-19, or who have been exposed to a person with COVID-19 should stay home and immediately notify their immediate supervisor, who will in turn notify Human Resources. Human Resources will work with you to determine options based on the specific circumstances. Initially, you will be asked to [contact](#) your personal health care provider for advice as soon as possible.

Q: What happens If a student or staff member is coughing or exhibiting other symptoms of COVID-19 while at school/work?

A: When a student or staff member presents with COVID-19 symptoms, the school nurse will follow specific isolation guidance provided by the Johnson County Department of Health.



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Q: What tracing procedure will be followed if a staff member or student tests positive for COVID-19?

A: Staff members and students should inform their building nurse if they have tested positive. Our nurses have received specific training from the Johnson County Department of Health and Environment regarding contact tracing, and they will follow those protocols. Personally identifiable medical information and records concerning staff and students will be maintained in a confidential manner.

Q: Will staff be notified if a colleague who works in the same building tests positive for COVID-19?

A: The District is creating internal measures, and partnering with the Johnson County Health Department, to assist in contact tracing. Each case will be individually assessed and, in the event of an exposure, notification procedures will be applied as appropriate. The identity (name) of a person who has tested positive will not be disclosed by the District, except to the county health department as required.

Q: What if a staff member is sick with COVID-19 symptoms, but is concerned that they do not have enough or any remaining leave available?

A: Staff should not report to work if they are sick, as they risk exposing others to disease. Please contact Human Resources, who can work with you to determine options.

Q: If an at-school or at-work exposure to COVID-19 is verified by the District, and as a result I am required to quarantine, will I have to use my available paid leave days?

A: If the District requires you to stay home, there are multiple options for how the time period could be structured, but you will not be required to use your available paid leave.

Q: What options are available to staff who are high-risk or who have a compromised immune system?

A: Please contact Human Resources if you have concerns about returning to work in accordance with your updated return to duty date. Human Resources will work with you to determine your options based on your specific circumstances and your job duties.

Q: If a staff member is returning from personal travel to a location on the [Kansas Department of Health and Environment's quarantine list](#), what should they do?

A: Staff members who choose to travel to one of these locations are required to immediately notify their immediate supervisor. Staff may be required to use available paid leave, or to take unpaid leave, to allow them to quarantine for the appropriate amount of time.

Q: If I take leave related to COVID-19, will I still receive my benefits?

A: As long as you are a benefit eligible employee and remain in paid status, your benefits will continue. The Benefits Division of the Human Resources department will assist you in determining any changes to your benefit status.



Q: Will COVID-19 (leave related to COVID-19, or the extended school year) affect my upcoming KPERS retirement?

A: Please contact the KPERS office directly at 1-888-275-5737 with any questions regarding your individual retirement plan.

Q: Will additional preparation time be provided to teachers?

A: Yes; NEA SM and District leadership have agreed to a modified school calendar that includes additional days for preservice training.

Q: How will the selection process for remote teachers work?

A: The District's needs related to remote learning will be continually assessed and a staffing model will be designed to minimize disruption while meeting the needs of all in-person and remote learners. Principals, along with Human Resources, will determine in-person and remote staffing needs based on final student enrollment within the "Remote Program". As in all years and situations, staffing is determined by student enrollment and course selection.

In an effort to streamline the process once student enrollment is complete, beginning on August 4, 2020, staff will be able to begin completing the Staff Preference Form. Building principals will continue to provide reminders to staff to complete the preference forms in order to effectively adjust and reassign teaching staff according to enrollment shifts in each school. Prior to completing the preference form selecting the preference for teaching in a "remote" model, teachers should review and understand the expectations of remote teaching in the SMSD.

Please be aware that teaching assignments will likely also need to be adjusted prior to the start of second semester based on changes to enrollment (family preferences for in-person or remote instruction). Because student enrollment patterns will drive staffing decisions, please understand the District cannot guarantee that remote teachers will be reassigned back to their same school or grade level in the future. However, teacher preferences will be taken into consideration. Staffing procedures will follow the timeline below as closely as possible:

Q: Are substitute services a possibility during virtual instruction if a teacher is ill or unable to teach?

A: Yes; should a teacher providing remote instruction need a substitute, Kelly Educational Staffing will have a pool of substitutes prepared to cover virtual learning assignments.

Q: Will substitute teachers be provided training on safety and educational procedures and expectations?

A: Yes; the District will work with Kelly Education Staffing to design appropriate training (including remote access, i.e Canvas Training and access to technology to support learning in a remote environment) for all substitutes.



Q: If the District needs to transition to full on-line learning under the gating criteria, will teachers be able to access their building to provide instruction and plan rather than work remotely?

A: Under these circumstances, the District will work to provide scheduled and supervised access that complies with state and/or county health guidelines and that can be coordinated with cleaning procedures.

Q: Can teachers volunteer to eat lunch with students and be paid for the coverage time?

A: Teachers are entitled to a "Duty Free Lunch" under the Professional Negotiated Agreement (PNA).