



## GPSD FREQUENTLY ASKED QUESTIONS

### 1. What is the Families First Coronavirus Response Act (FFCRA)?

The [Families First Coronavirus Response Act \(FFCRA\)](#) requires GPSD to provide eligible employees with Emergency Paid Sick Leave or Expanded Family and Medical Leave for specified reasons related to COVID-19.

### 2. Who qualifies for FFCRA?

All employees qualify for FFCRA. Under the Emergency Paid Sick Leave, you are eligible on or after your first day of employment. For Expanded Family and Medical Leave, you must be employed at least 30 calendar days to qualify.

### 3. How can I apply for FFCRA?

Employees who wish to apply for leave under this provision of the [FFCRA Leave Form](#) should submit an application to HR by email at [jcollins@gville.k12.ms.us](mailto:jcollins@gville.k12.ms.us). If you have questions or need additional information, please contact HR at (662) 334-7005.

### 4. Will instructional staff/teachers be allotted the FFCRA Emergency Paid Sick Leave in addition to the yearly (7) paid sick days and (2) personal days?

Yes, if an employee is eligible for FFCRA, they can receive up to 80 hours (10 days) and are not required to use any other accrued leave, including accumulated GPSD sick time or personal days during this time.

### 5. Will non-instructional employees be allotted the FFCRA Emergency Paid Sick Leave in addition to accrued sick and vacation time?

Yes, if an employee is eligible for FFCRA, they can receive up to 80 hours (10 days) and are not required to use any other accrued leave, including accumulated GPSD sick time or personal days during this time.

### 6. What happens if I have used all of the 10 days of the Emergency Paid Sick Leave and need additional time off due to Covid-19?

Eligible employees will have the option of using accrued sick days, personal days and/or vacation days to cover any additional time needed after the 10 days are used due to Covid-19.

### 7. Am I required to use the 10 days of Emergency Paid Sick Leave consecutively?

No, employees are entitled to up to 80 hours of emergency paid sick leave and do not have to use this time consecutively. Employees would have until December 31, 2020 to use the total 80 hours allotted.



## **8. How will my payroll preparer know how to code me if I am off on Emergency Paid Sick Leave or Expanded Family and Medical Leave?**

Employees should provide the necessary paperwork to the site person (and/or supervisor) who is in charge of entering staff leave and updating time reports. When the FFCRA paperwork is received and processed in HR, the Payroll Bookkeeper will be notified accordingly.

## **9. I have a medical condition that I believe makes a COVID-19 infection more serious for me. What are the next steps if I am concerned about returning to the workspace?**

Accommodations might include additional social-distancing measures in the workplace or a work-from-home arrangement (as long as it does not impose an undue hardship/burden on the District). A request to work from home should be made with the employee's immediate supervisor.

As it relates to workspace safety, the District is following CDC guidelines to reduce the risk of infection for our students and staff. This includes required temperature screenings, symptom screenings, face mask use, physical/social distancing, hand washing and extra cleaning in the buildings. You can reduce your risk of getting COVID-19 by limiting your interactions with other people as much as possible and always following the same practices that the District is implementing for the schools and central office. For more information, contact the Human Resources Office at (662) 334-7005.

## **10. What if I do not want to work or telework (if telework is an option for your job title)?**

We are taking every available step to support our employees, but all work requirements must be honored for you to remain employed with GPSD. If you feel that you do not want to complete your duties, please contact the HR Office for guidance on next steps (possible leave of absence if you qualify, separation, etc.).

## **11. What if my job title requires me to work on site?**

Keep in mind that some positions do not allow for telework because the work cannot be performed remotely. If the essential job functions for your position must be completed at the work site, you must report to the worksite. GPSD will ensure that all workspace safety and sanitation precautions are in place to ensure workspace safety.

## **HEALTH & SAFETY**

## **12. What are the social distancing requirements in schools and District offices?**

At schools and in Central Office buildings, we will be expected to practice social distancing to the extent practicable. Schools will be utilizing all available classroom and learning spaces and making necessary modifications to help ensure social distancing to every extent possible. While social distancing may be challenging at times in smaller buildings or where there are very large student and/or employee populations, additional safeguards will also be in place for all buildings, such as daily health screenings, face masks for all students and staff and hand sanitizer access. Social distancing signage and floor decals will be displayed prominently throughout all schools and buildings. We will also be limiting interactions of classes and employees and discouraging all group gatherings, as well as limiting visitor volume.



### **13. What are the protocols for building cleanliness?**

Operation Deep Clean (ceiling-to-floor cleaning and disinfection) was completed in all buildings following the District closure. Custodial teams will also clean and disinfect high-touch areas daily. Higher frequency cleaning/service will occur daily as follows:

- a. Cleaning and disinfecting restrooms
- b. Cleaning and disinfecting high-touch hard surfaces
- c. Replacing and replenishing all restroom dispensers and materials before empty (incl. soap, paper towels, tissue)

### **14. Are all employees required to wear masks?**

Face masks will be required for all staff, students and visitors in all buildings

### **15. What is the process for screening staff and visitors upon arrival?**

COVID-19 screening questionnaires and temperature checks will occur daily for staff upon arrival at each Central Office location and school. Staff and/or visitors, including vendors, with a body temperature exceeding 99.5 degrees will not be allowed to enter or remain in the building. Staff will not be allowed to return to work until written documentation for clearance is received by the employee's immediate supervisor from a health care provider or local health department official.

*\*Any individual who is unable to leave immediately will be directed to a designated isolation area. Building administrators will be notified when an individual has a positive screen.*

### **16. What will happen if a staff member tests positive for COVID-19?**

Employees should report this information to their **immediate supervisor** and adhere to the GPSD [Covid-19 guidelines](#). The employee should also complete the [Employee Reporting Form](#) and submit accordingly. This form can be found on the district web page under the Human Resources Department under COVID-19. The Site Supervisor will provide an update to staff within the building.

### **17. If you or someone who comes into the building has tested positive, how do you report this?**

Employees should report this information to their immediate supervisor and adhere to the GPSD Covid19 protocol/checklist.

### **18. Will all staff and students be tested for COVID-19 before returning to buildings?**

No, but all students and staff will need to complete the COVID-19 questionnaire and symptom screening before entering the building daily and will be expected to adhere to all requirements, including social distancing measures and wearing masks.

*\*While the District is not requiring all employees to be tested prior to returning to work, it is strongly encouraged that every employee consider getting a COVID-19 test before returning to work. Even if you have never experienced symptoms, there continues to be reported cases of individuals who do not exhibit symptoms but test positive for the virus.*



**19. Where can GPSD staff go to get COVID-19 testing? Is testing free?**

Please contact the GPSD District Coronavirus Coordinator (or visit the *GPSD Covid19 site*) for information regarding available testing sites. Some testing sights in the surrounding areas are free but all are not.

**20. Will I be covered under my BlueCross/BlueShield if my family or I get COVID-19 or have to go for testing?**

Yes. Your BlueCross/BlueShield insurance will cover diagnosis, testing and treatment associated with COVID-19. *\* However, the insurance company will only pay for testing once. If there is a need to have additional testing, you, the employee will be responsible for paying for testing.*

**INSTRUCTIONAL**

**21. Will teachers be required to work in the school building, or can they telework (deliver instruction remotely)?**

This option is currently being reviewed by the Superintendent and GPSD Board of Trustees. Updates will be provided to teachers as they are concluded.

**22. What will a typical day for a child who is attending virtually look like?**

Students learning at home will participate in virtual classes throughout the regularly scheduled school day. Independent work and physical activity will be built into the daily schedule. See the [GPSD Virtual Learning Handbook](#) for additional information.

**23. What will a typical day look like virtually for teachers?**

A virtual school day for teachers will not look significantly different than a regular school day. Teachers will provide live virtual instruction, provide feedback on student assignments and respond to parents as they normally would during the school year. Each school will have a daily virtual learning schedule to ensure everyone is familiar with the expectations for students, parents and teachers. See the [GPSD Virtual Learning Handbook](#) for additional information.

**24. Will there be special accommodations for Pre-K and K?**

Pre-K/K students will engage in virtual learning that aligns with the scope of sequence for Early Childhood. Supporting videos for parents will accompany instructional materials to ensure the academic, fine motor, and social-emotional needs are being met.

**25. How will virtual students receive classroom materials/books/projects etc.?**

School level administrators and teachers will provide instructions to parents/students regarding the specifics around these efforts. District communication tools should be used for this.



**26. Are we going to encourage teachers to produce a syllabus at the beginning of the year so that parents can plan (especially for virtual students)?**

Teachers will continue to share the classroom expectations with parents. Also, teachers will be encouraged to share a weekly agenda to keep parents abreast of the curriculum and weekly expectations regarding homework and classwork. We ask that Parents ensure their children are able to log into live classroom instruction during the school day. If students are unable to log into live instruction, contact should be made with the student's teacher for support.

**27. Will recess/ PE occur virtually? If so, are there special accommodations?**

Students will have allotted time built into their virtual schedule for physical activity.

**28. What is the plan for hands-on courses, such as CTE, labs and project-based learning?**

Elective courses that require hands-on learning will receive the same attention as traditional courses. Educators will be asked to deliver instruction to their students virtually, assign tasks, provide feedback, and score individual projects and assignments.

**29. How will grading take place for virtual students, and how will assignments be submitted for grading?**

Teachers will utilize the grading protocol established in 2020-2021 Student Handbook for all students within the Greenville Public School District.

**30. What does Virtual learning look like for Gifted students and Gifted teachers?**

Students served in the Gifted environment will use the District-approved curriculum with enhanced and enriched, project-based supplemental curriculum guides and materials. For students who are learning virtually, classes will be organized in the Canvas Platform. Students will meet online with teachers and complete independent learning within the online space.

**31. What does Virtual learning look like for students with IEPs?**

A student with an IEP/Disability will use the District-approved curriculum. For students who are learning virtually, classes will be organized in the Canvas Platform. Students will meet online with teachers and complete independent learning within the online space. All students with IEPs will be provided with services and accommodations that are agreed upon by the IEP team.