

## COVID Remote Work Procedure for Teaching Staff

*(As of 9/6/22 and subject to revision as necessary)*

Individuals who test positive for COVID-19 are prohibited from reporting to work until they have completed a minimum five (5) day isolation period. The CDC no longer recommends quarantining for individuals who are exposed to a positive case of COVID-19.

Teaching staff (including social workers, speech pathologists, school psychologist) testing positive for COVID-19, who choose to work remotely may do so according to the following:

### Reporting COVID-19 Absence

1. Enter day(s) of your absence into Frontline and select “COVID+ Work Remote” as the absence reason (you do not need to fill out a form or seek prior approval from an administrator).
2. If your assignment requires a substitute, indicate that you need one.
3. Go to Google Meet and “Create a Meeting for Later” and enter this link in the “Notes to Substitute” box and include this link in your lesson plans.

### Confirming Your COVID-19 Result

Teaching staff who test positive using a home test and who choose to work remotely, may enter their absence as instructed above and begin working remotely. However, a positive home test must be confirmed by taking a PCR test within 24 hours. Please retain a copy of your positive test result.

### Remote Work Expectations

Teaching staff who choose to work remotely during the five (5) day isolation period are expected to do the following:

- Interact virtually at the beginning of each class period (secondary), or each lesson (elementary) using Google Meet.
  - This will allow you to introduce the lesson, provide instructions, and answer questions for the students, and the guest teacher.
- Throughout each class period and/or lesson, the teacher choosing to work remotely must be virtually present and accessible via an open Google Meet should the guest teacher, and/or student have questions.
  - Staff are not expected to be virtually present during passing time, teacher prep, lunch, etc.
- Non-classroom staff (social workers, elementary resource room, speech, etc.) should email classroom teachers informing them that they will meet virtually with their students at their regular time and providing them with a link to their Google Meet. Classroom teachers are asked to provide a place in the classroom for the student(s) to attend their virtual meeting.

### Other Considerations

- If for whatever reason you do not choose to work remotely for all or part of your COVID-19 absence, select an absence reason as you normally would in Frontline.
- When you enter a day as “COVID+ Work Remote” your building administrator will be prompted to notify a Media Tech, who will ensure that you are able to be virtually present in class.
- If you have questions, please contact your supervisor or the Department of Employee Services for assistance.