

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

STAFF REOPENING & RECOVERY PLAN

SY2020-21

www.pgcps.org

OPERATIONAL RECOVERY PLAN

Updated: November 2020

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DOCUMENT ACRONYMS

Alt STC

Alternate School Test Coordinator

CAFR

Consolidated Annual Financial Report

CTE

Career and Technical Education

EOY

End of Year

MOU

Memorandum of Understanding

MPIA

Maryland Public Information Act

OAH

Office of Administrative Hearings

PPE

Personal Protective Equipment

STC

School Test Coordinator

USDA

United States Department of Agriculture



MESSAGE FROM OUR CEO



Dear Colleagues,

While Prince George's County remains in the second stage of the state's reopening and recovery plan, it is time to prepare for Stage 3 when Prince George's County Public Schools (PGCPS) resumes in-person instruction and full on-site daily operations.

The PGCPS Stage 2 Operational Recovery Plan published in July 2020 candidly acknowledged the difficulty of predicting the length of this second stage. We have since amended our plan to ensure that we meet the needs of students and families.

The amendments contained in this document for Stage 2 for PGCPS include:

- guidance for employees who may need to request temporary accommodations based upon either child care or needing to care for a family member who tested positive for COVID-19;
- detailed protocols for reporting COVID-19 cases among central office and school employees;
- circumstances requiring mandatory self-quarantine; and
- reintroduction of employees to the on-site work environment.

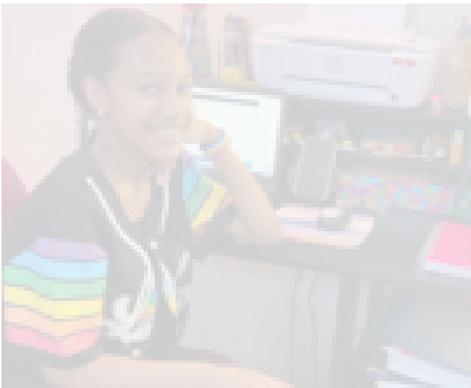
During Stage 2, PGCPS maintains social distancing guidelines and facial covering requirements. All schools and buildings continue to use rigorous disinfection processes aligned with the Centers for Disease Control and Prevention (CDC) recommended cleaning protocols at the end of each workday and before reopening schools and buildings.

For more information on Reopen PGCPS, please visit www.pgcps.org/reopen.

Sincerely,

Monica E. Goldson, Ed.D.
Chief Executive Officer

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EXECUTIVE SUMMARY

This plan provides a framework for the gradual return to standard operating practices in Prince George’s County Public Schools (PGCPS). All actions will be conducted in full alignment with guidance from the State of Maryland, State Superintendent of Schools Dr. Karen Salmon, Prince George’s County Executive Angela D. Alsobrooks, our local health department, and the Prince George’s County Board of Education.

The State of Maryland was under a “Stay-at-Home” order from March 30, 2020, until May 15, 2020. On May 14, 2020, Governor Larry Hogan lifted the statewide ban with the exception of identified counties, including Prince George’s County. Prince George’s County Executive Angela Alsobrooks announced on May 15 that the ban would continue through June 1, 2020, during which an assessment of case data would occur.

In his Roadmap to Recovery, Governor Hogan set forth a three-stage approach for a gradual reopening of Maryland businesses. Stage 1, the initial recovery phase, would activate when the state has a 14-day downward trajectory in the number of COVID-19 hospitalizations and related deaths. As expected, the time frame for these occurrences is not predictable. However, we must prepare for the eventual phased-in reintroduction of employees to work sites as well as a return of students to the classroom at the appropriate time.

The PGCPS plan is based on the guidance contained within the three stages of reopening proposed by the Governor and is contingent on the state and county government directives. Each stage provides a gradual lessening of restrictions and reintroduction of services and businesses.



MARYLAND STRONG: ROADMAP TO RECOVERY

Prince George’s County Public Schools Alignment

STAGE 1 (LOW RISK ACTIVITIES) means lifting the “Stay-at-Home” order and involves: business, community, religious and quality of life improvements. Changes that could be implemented in this stage include:

Maryland	Prince George’s County Public Schools
<ul style="list-style-type: none"> • Reopening of small shops and certain small businesses • Curbside pickup and drop-off for businesses • Elective medical and dental procedures at ambulatory, outpatient and medical offices • Limited attendance at outdoor religious gatherings • Recreational boating, fishing, golf, tennis, hiking and hunting • Reopening of car washes • Limited outdoor gym and fitness classes • Outdoor work with appropriate distancing measures • Some personal services 	<ul style="list-style-type: none"> • Reopening of schools and offices for <i>designated personnel only</i> with social distancing parameters and use of Personal Protective Equipment (PPE) • Create weekly division schedules for implementation • Scheduling of dates at schools for retrieval of personal items while adhering to safety guidelines listed above • Finalizing plans for virtual learning program • Visits to schools and offices by appointment only • Resume major construction and projects

STAGE 2 (MEDIUM RISK ACTIVITIES) will likely be a longer stage of the initial recovery and will also be the stage when many businesses and activities come back online. Any businesses that reopen during this period would need to comply with strict physical distancing and appropriate safety protocols. Changes that could be implemented in this stage include:

Maryland	Prince George’s County Public Schools
<ul style="list-style-type: none"> • Indoor gyms and fitness classes • Child care centers • Normal transit schedules • Indoor religious gatherings • Reopening of restaurants and bars with restrictions • Elective and outpatient procedures at hospitals 	<ul style="list-style-type: none"> • Reintroduction of additional designated personnel identified in Stage 1 • Gradual re-entry into work site with social distancing and PPE • Visits to schools and offices by appointment only • Additional construction projects resume

STAGE 3 (HIGHER RISK ACTIVITIES) will involve instituting higher risk activities, but, as of yet, there is no real timeline for achieving this level. Changes may include:

Maryland	Prince George’s County Public Schools
<ul style="list-style-type: none"> • Larger social gatherings • Reopening of high-capacity bars and restaurants • Lessened restrictions on visits to nursing homes and hospitals • Outdoor venues may operate at 50% or 250 persons, whichever is least. • Capacity for religious and retail establishments increases to 75% of capacity. 	<ul style="list-style-type: none"> • Reopening schools with alternative scheduling to reduce the number of students in each school • Monitored access to schools and offices • Limited facility use by outside organizations • Adoption of 100% school/office personnel schedules for return • PPE use

PGCPS OPERATING NORMS

- All schools and offices will close daily at 4 p.m. to allow for cleaning and disinfection.
- All employees and visitors must wear a face mask/covering while on-site. Employees should consult with their immediate supervisor if they need a face mask.
- Hand sanitizer will be available at the front entrance of each building and school.
- Designated entrance and exit doors for staff and visitors will be identified at all offices and schools.
- Social distancing is required. Employees and visitors are expected to maintain 6 feet apart.
- Staff must comply with group size limitations (Stage 1 is 10 persons; Stage 2 is 50 persons); virtual meetings are highly encouraged. In-person meetings will comply with social distancing expectations.
- Protective measures signage will be posted in highly visible locations (e.g., school entrances, restrooms).
- Visitors to central offices are by appointment only. School visitors should follow the guidance for school openings on each school's website.
- Physical guides such as tape on floors or walls will be used to ensure staff remains at least 6 feet apart at all times.
- Wash hands every two hours with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Posted work hours, schedules, and work locations are subject to review and adjustments by the division level chief and department/office director.
- Employees who are not feeling well should not report to work and put in the appropriate leave as designated by their bargaining unit. If related to COVID-19, please follow the COVID-19 protocols found in this guide.
- Any employee needing testing for COVID-19 may only return to duty upon a negative result.
- Designated staff will be identified for on-site and telework schedules. Accommodations for continued telework will be made for employees in high-risk categories. Employee requests should be directed to the Chief Human Resources Officer in writing and other requests should be directed to the Chief of your respective division.
- All employees will return in Stage 3.

COVID-19 PREVENTION

WEAR

a cloth covering over your nose and mouth.



WAIT

6 feet apart.
Avoid crowds and close contact.



WASH

your hands frequently or use hand sanitizer.



PGCPS BUILDING BLOCKS - RECOVERY PILLARS

Prince George's County Public Schools CEO, Dr. Monica E. Goldson, has identified Pillars for Success to ensure the provision of a seamless recovery process to include:

1. a robust communication plan;
2. implementation of safety protocols;
3. establishment of norms and expectations for *Continuity of Learning* provisions; and
4. building readiness.

Items related to fall 2020 school-based student learning will be addressed in a separate document titled *Prince George's County Public Schools Instructional Reopening and Recovery Plan*, one month prior to the school's opening to ensure updated and accurate information is shared with our parent and student community.

I. ROBUST COMMUNICATION PLAN

- a. Publish the PGCPS Recovery Plan
- b. Employee work schedules and expectations
- c. Student/parent information on end of year closeout, the return of materials, summer learning opportunities
- d. Teacher end of year closeout, retrieval of personal property

II. SAFETY PROTOCOLS

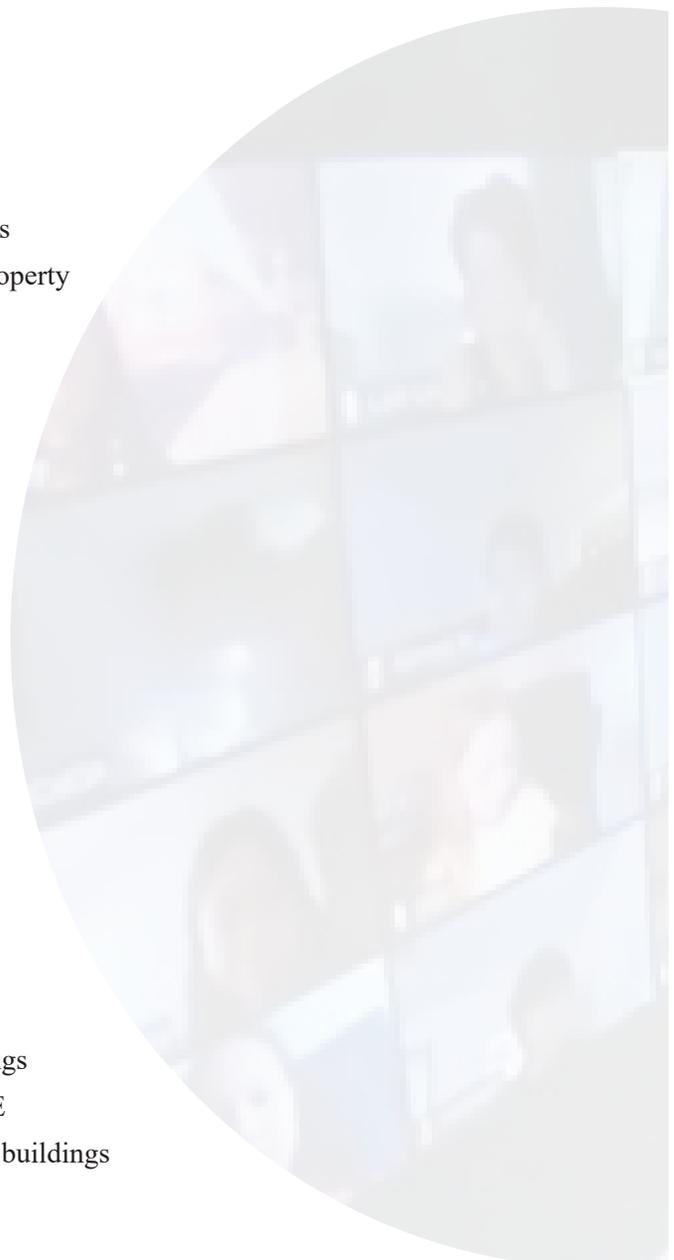
- a. Procurement of personal protective equipment (PPE)
- b. Social distancing
- c. Masking and gloves
- d. Gathering limits
- e. Facility workplace assessments

III. CONTINUITY OF LEARNING

- a. Establish norms and expectations
- b. Monitor and evaluate instructional delivery and online student interventions
- c. Internet and technology access
- d. Professional learning for teachers
- e. Rigorous curriculum
- f. Engaging all students

IV. BUILDING READINESS

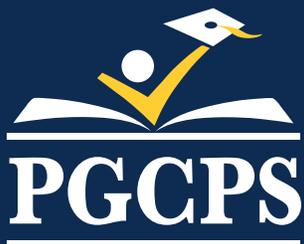
- a. Rigorous disinfection process for schools and buildings
- b. Disinfectant supplies, gloves, hand sanitizer, and PPE
- c. Inventory of PPE and sanitation supplies to maintain buildings and for employee need





PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
**STAFF REOPENING
&
RECOVERY PLAN**

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STAGE 1

STAGE 1 - OPERATIONAL REOPENING PLAN

ACADEMICS

STAGE 1 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE		POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK		
<ul style="list-style-type: none"> Chief Directors Associate Superintendent for Special Education Officer Coordinating Supervisors Supervisor for Instructional Support Textbook Data Technicians 		<ul style="list-style-type: none"> Textbook Control Clerk Textbook Manager Coordinating Supervisors Special Education Business Operations Coordinator Administrative Assistants for the listed positions 		<ul style="list-style-type: none"> Content Supervisors Instructional Specialists PGCEA Resource Teachers Coaches Program Specialists
		<ul style="list-style-type: none"> Program Coordinators Before & After Care Extended Learning Team Content Team Secretaries Administrative Assistants for the listed positions 		
* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Outline guidance and prepare evaluation for virtual summer learning program; Revise Instructional Guides to address content missed during COVID-19 distance learning experience; Provide guidance on the normal return of staff to the different buildings/offices under the area of Academics; Provide expectations for end of year closeout; Install racks for the collection of obsolete textbooks from schools; 		<ul style="list-style-type: none"> Begin to work on the preparations of instructional programs to begin in August (including specialty programs and Career and Technical Education); Coordinate with Area Office staff on the process for materials to be returned to schools such as textbooks, musical instruments, uniforms and CTE equipment. 	

ACCOUNTABILITY

STAGE 1 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE		POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK		
<ul style="list-style-type: none"> Chief Directors Supervisors Administrative Assistants for the listed positions 		<ul style="list-style-type: none"> All other divisional staff 		
* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Create the structure for School Performance Plan Addendum and Guidance Document in collaboration with other stakeholders; Increase offerings for Internal Data Dashboard based on beta testing feedback; Closeout of existing Grant Funds for SY20; Complete required federal and state documents (School Improvement Grant Documents, Comprehensive Support and Improvement Pre-Implementation and Intervention plans, etc.); Title I Program Monitoring and Local School System CSI Monitoring; Complete State Mandated Reports for SY20; Journal and upload SY21 Title I Budgets for school use; 		<ul style="list-style-type: none"> Facilitate ESSA Title Grant Applications development technical support in preparation of 2020 LECS Plan development; Engage in virtual collaborative planning with Hanover Research and Office of Educational Equity on the Equity-based Strategic Plan; Review and submit end of year grants closeout reports (for all grant programs ending June 30 or thereafter); Outline expectations to secure test materials and storage of secure test materials for the end of the school year; Begin documentation process of school scanners and copy machines to prepare for new test administration platform and application; End of Year Guidance memorandums to schools to ensure procedures are met. 	

STAGE 1 - OPERATIONAL REOPENING PLAN

BUSINESS MANAGEMENT SERVICES

STAGE 1 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE		POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK		
<ul style="list-style-type: none"> Chief Directors Risk Manager Assistant Controllers Accounts Payable Manager Assistant Treasurer 		<ul style="list-style-type: none"> Supervising Budget Analyst (GFMO) Accounts Payable Staff Financial Accounting Staff Grants Financial Management Staff Payroll Services Staff Treasury Staff 		<ul style="list-style-type: none"> All other divisional staff <p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Ensure continued fidelity of all payroll processes including regular biweekly payroll and supplemental payments; Continue benefits administration for employees and retirees; Complete the benefits open enrollment; Prepare financial schedules and statements and collaborate with auditors; Coordinate monthly general ledger module close; Monitor fixed assets, capital projects and lease purchases; Ensure timely payments to vendors; 		<ul style="list-style-type: none"> Complete monthly grant billing for receivables and monitor interim and final reports on grants; Review Medicaid claims created by providers in compliance with federal and state laws; Respond to Workers' Compensation, Auto/General Liability and property damage inquiries; Process FMLA, Disability Leave, Temporary Total Disability, Assault Leave and other leaves of absence; Apply for all available funding for COVID-19 grants; Continue monitoring of current-year operating budgets. 	

CHIEF OF STAFF

STAGE 1 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE		POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK		
<ul style="list-style-type: none"> Chief General Counsel Associate Superintendent Deputy General Counsel Legal Specialist Directors Officers 		<ul style="list-style-type: none"> Court Liaison Instructional Supervisor for Language Access Pupil Accounting Staff Administrative Assistants for the listed positions 		<ul style="list-style-type: none"> Communications / OIT Supervisors Coordinators Specialists Technicians Interpreters and Translators Labor Relations Coordinator
		<ul style="list-style-type: none"> Ethics and Compliance Officer Marketing Specialists Editor Administrative Assistants for the listed positions <p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Determine ability to respond to subpoenas and student records requests; Issue and respond to expulsion recessions; Respond to transfer, grade and lottery appeals; Continue weekly truancy court reviews; Determine need for additional communication tools for various stakeholder groups; Assess needs for digital web spaces if online learning continues into the next school year; 		<ul style="list-style-type: none"> Continue online/television production of distance learning programming; Continue preparation of systemic and Special Education translations; Coordinate weekly "Grab & Go" events with partners, executive leadership, building services; Participate in meetings, settlement conferences, hearings and teleconferences regarding pending legal matters; Develop age-appropriate and audience appropriate training video for staff, students and parents on recommended CDC protocols. 	

STAGE 1 - OPERATIONAL REOPENING PLAN

CHIEF OPERATING OFFICER

STAGE 1 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE			POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK	
<ul style="list-style-type: none"> Chief Associate Superintendent Directors / Deputy Director Supervisors Technicians Safety Officer Sergeants / Captains Fiscal Analyst Account Tech II Budget Analyst Construction Procurement Supervisor Contract Specialist Clerk Typist III Project Manager I, II & III CADD Operator I & III Senior Buyer / Buyer I & II 	<ul style="list-style-type: none"> MBE Coordinator Security Assistants Investigative Counselors Transportation Supervisors Transportation Communications Team Trip Coordinators P-Card Administrator Expeditor Purchasing Clerk Computer Analyst Bus Drivers Bus Attendants Warehouse Manager Warehouse Leads Warehouse Drivers 	<ul style="list-style-type: none"> Warehouse Helpers Warehouse Office Staff Supply Clerk I & II Senior Shop Stores Clerk Clerical Support Staff Automotive Mechanics Trades Helpers Service Attendants Shop Store Staffs Tire, Uphol. Crews Driver Trainers (Bus Lots) Building Services Staff – Reporting Food Service Central Office Staff 	<ul style="list-style-type: none"> Administrative Assistants Management Analysts Payroll Staff Routers Schedulers <p>* Positions identified to continue telework hours in alignment with approved telework plans. (M-F)</p>	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework

Alternative Schedules – *Building Services, Food Service, Transportation, Central Garage, Safety and Security*

Maintenance Facility Service Base – Reporting

Rotational schedule: *1 week on / 1 week off*

Supervisors, Mechanics, Technicians, Apprentices, Trades Helpers

- Team A (Reporting) – 6 a.m. - 2:30 p.m. / 7 a.m. - 3:30 p.m. (M-F)
- Team B (Reporting) – 6 a.m. - 2:30 p.m. / 7 a.m. - 3:30 p.m. (M-F)

Maintenance Facility Service Base – Non-Reporting

- Complete online training, manage work orders, respond to email, create requisitions, may be required to report for emergencies (M-F)

Central Office Staff

- On site: 9 a.m. - 4 p.m. (M, W) / Telework: 9 a.m. - 4 p.m. (T, Th, F)

Central Garage: 13 work locations

- Day Shift, 6:30 a.m. - 3 p.m (M-F) / Night Shift, 3 p.m. - 11:30 p.m. (M-F)

Indoor and Outdoor work with appropriate distancing measures.

Warehouse Staff – Alternate Weeks 50% of Staff – 7:30 a.m. - 4 p.m. (M-F)

Shop Stores Staff

- 7:30 a.m. - 4:30 p.m. (M, T, W, Th) / 12 p.m. - 4 p.m. (F)

Driver Trainers

- On site: 7:30 a.m. - 3:30 p.m. (M, W, F) / Telework: 7:30 a.m. - 3:30 p.m. (T, Th)

Cafeteria Staff

Rotational schedule: *2 days on / 2 days off*

- Cafeteria Staff at distribution sites: 7 a.m. - 2 p.m.
 - Individual school cafeteria staff rotation, 9 a.m. - 1 p.m. (*2 days on / 2 days off*)
- No more than three employees in small kitchens and five in larger kitchens to maintain physical distancing.*

Bus Driver's /Bus Lots

(Rotational Rotating Scheduling, as identified by Director of Transportation based on scheduling needs)

COVID-19 Priorities	<ul style="list-style-type: none"> Retrain building service staff on disinfection/cleaning of door knobs, light switches and high touch surfaces; utilization and implement of CDC-recommended cleaning protocols to ensure health/safety and confidence of staff in entering the building; Ensure cleaning products are aligned to CDC recommendations; Valve Over to Air Conditioning; Begin performing routine maintenance and upkeep of lawns and fields; Support principals with teacher and student checkout and school-based feeding sites; End of year cleaning and closeout of the kitchens; 	<ul style="list-style-type: none"> Preparation and expansion of the Summer Food Service Program; Conduct daily assessments of school facilities for damages, repairs, identify blindspots for camera installations and provide recommendations on improving school safety; Develop a priority repair list for elementary, middle and high schools; Complete the implementation plan for the new routing software (Transfinder) to include the new stop-arm camera monitoring system (Bus Patrol); Update inventory for any necessary PPE and other health related products; Update and procure inventory for furniture warehouse stock items.
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STAGE 1 - OPERATIONAL REOPENING PLAN

HUMAN RESOURCES

STAGE 1 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE		POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK		
<ul style="list-style-type: none"> Chief Directors Supervisors Background Unit Team Administrative Assistants for the listed positions 		<ul style="list-style-type: none"> HR Partners / HR Assistants Specialists Advisors Mentor Teachers Consulting Teachers Business Manager Project Managers Analyst Administrative Assistants for the listed positions <p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Finalize preparations for the virtual Summer Leadership Institute for Principals to include confirmation of speakers and workshop offerings; Monitor the submission of end of year evaluations for all employee groups; provide statistical analysis for Executive Leadership; Facilitate the Principal and Assistant Principal selection process to ensure best fit placement; Equip district leaders with learning about the Equity Policy and support of the design of S.M.A.R.T. goals with annual outcomes that reflect an equity orientation; 		<ul style="list-style-type: none"> Launch redesigned leadership programs; Continue transition of all employee files to digital media; respond to requests for employee verification and Maryland Public Information Requests; Unemployment claims processing; Hiring and onboarding of new employees; Develop professional learning implementation plans for certificated employees (Principals, Assistant Principals and educators); Implement MSDE regulations related to certificated employees and evaluations. 	

INFORMATION TECHNOLOGY

STAGE 1 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE		POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK		
<ul style="list-style-type: none"> Chief Instructional Technology Director IT Supervisor TDC Managers IT Technicians Director TechOps Engineers Schedulers Production Foreman Pressman / Bindery Supervisor Print and Mail Services Mail Clerk/Drivers Administrative Assistants for the listed positions 		<ul style="list-style-type: none"> Help Desk Staff T3 Technology Team Enterprise System Staff Network Engineers Technology Applications Staff Pre-Press Administrative Assistants for the listed positions <p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Maintain Business Operations (Network Infrastructure, Data Centers, Backups, Applications, and Access of all staff and students as appropriate); Provide technical support via phone and on site; Deliver instructional technology training and support; Prepare for the school closing, virtual summer learning program and the opening of school in the fall; Plan for distribution of equipment to students that have not received equipment; Analyze student technology distribution for spring 2020; 		<ul style="list-style-type: none"> Continue with distribution of Hotspots; Complete contracts and procurements to support online learning in the summer and fall; Configure network for mobile filtering; Printing of diplomas; Creation of interactive forms; Student Records movement; Continued planning for teacher training for remote learning; Develop documentation for training on a new gradebook. 	

STAGE 1 - OPERATIONAL REOPENING PLAN

SCHOOL SUPPORT AND LEADERSHIP

STAGE 1 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE	POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK
<ul style="list-style-type: none"> Chief Associate Superintendents Instructional Directors Director, Family and School Engagement Supervisor, Office of School Health Specialists, Office of School Health Principals Assistant Principals Secretary I Secretary II Registrar Administrative Assistants for the listed positions 	<ul style="list-style-type: none"> Performance Specialists Leadership Development Coaches Resolution Specialists Family and School Engagement Specialists Community Schools Instructional Specialists Community Schools Resource Coordinators Parent Engagement Assistants Instructional Supervisors Instructional Specialists Program Coordinators Statistical Analyst Psychologists Professional School Counselors Pupil Personnel Workers Mental Health Coordinator Records Specialists School Records/Transcripts/Archival Services Clerks Home and Hospital Case Managers Administrative Assistants for the listed positions

* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)

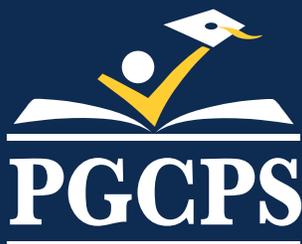
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Set objectives for Stage 1 and 2 and establish a timeline for completion; Develop/distribute end of year check out sheets identifying things that must be completed before the last day of the 2019-2020 school year; Communicate plan to teachers/staff for closeout and process to retrieve personal items (limit access to cafeteria, lounge, copy rooms and prohibit congregating in one area); Initiate scheduling plan for students to return items including textbooks, technology, musical instruments, athletic equipment and other materials to schools; Material transfer of designated items needed to continue distance learning instruction; Execute exit conferences, retrieval of materials and final closeout for staff leaving PGCPSS; Support Virtual Summer Learning Program; Outline plan for summer scheduling for SY21; Preparation for records transmittal; Communicate priorities for textbook processing (ordering, inventories, etc.); 		<ul style="list-style-type: none"> Coordinate with Building Services the cleaning of rug areas, toys, etc. in classrooms. Address nonpublic, compliance and compensatory services as a result of COVID-19 closure; Complete IEPs, Annual Reviews, Re-evaluations and reports prior to end of the year; Submit MSDE Discipline Data and provide notification of staffing assignments prior to negotiate agreement deadline; School Health closeout to include pickup of medication, immunization records for seniors and ordering PPE for school nurses; Co-teach lessons on mental health warning signs and offer referrals services to students and staff; post online resources for teachers and parents about how to cope with the challenges associated with COVID-19; issue classroom guidance lessons focused on students' social and emotional health; crisis support for the schools due to staff/student loss; Review, produce and electronically distribute diplomas/certificates; Transitional grade record preparation for upcoming school year; Process student transfer requests and issue decision letters to parents. 	





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STAGE 2

STAGE 2 - OPERATIONAL REOPENING PLAN

ACADEMICS

STAGE 2 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE			POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK	
<ul style="list-style-type: none"> Chief Directors Associate Superintendent for Special Education Officer Coordinating Supervisors Supervisor for Instructional Support Textbook Data Technicians Textbook Control Clerk 			<ul style="list-style-type: none"> Textbook Manager Coordinating Supervisors Special Education Business Operations Coordinatorr Administrative Assistants for the listed positions Content Supervisors Instructional Specialists Content Team Secretaries 	
			<ul style="list-style-type: none"> PGCEA Resource Teachers Coaches Program Specialists Program Coordinators Before & After Care Extended Learning Team 	
			<p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
Special Education Schedule	<ul style="list-style-type: none"> 9 a.m. - 3 p.m – 4 day rotation schedule developed based on number of staff permitted in building/room Week in building for Group A / Week Teleworking Group B / All Telework on Friday for building to be cleaned. 			
COVID-19 Priorities	<ul style="list-style-type: none"> Continuation of Stage 1 priorities; Prepare for the opening of schools (Welcome Back memorandums from supervisors to content teachers); Monitor and evaluate summer learning; Update, establish and implement professional development in coordination with the Director of Professional Development; Ensure program readiness for opening (including specialty programs and Career and Technical Education); Process requisitions, review instructional needs to ensure readiness for opening schools; Post Instructional Guides by August 1; 			

ACCOUNTABILITY

STAGE 2 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE			POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK	
<ul style="list-style-type: none"> Chief Directors Supervisors Administrative Assistants for the listed position 			<ul style="list-style-type: none"> Specialists Support personnel 	
			<p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Continuation of Stage 1 priorities; Support data collections/reports that require official signatures will be reviewed and signed-off (MCC End of Year Collection) Finalize School Performance Plan Addendum & Guidance Document in collaboration with other stakeholders; Prepare professional development offering for Summer Leadership Institute; Finalize internal Data Dashboard offering and prepare for professional development for all principals; Middle States Accreditation Upload; 			

STAGE 2 - OPERATIONAL REOPENING PLAN

BUSINESS MANAGEMENT SERVICES

STAGE 2 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE			POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK			
<ul style="list-style-type: none"> Chief Directors Risk Manager Assistant Controllers Accounts Payable Manager Assistant Treasurer Supervising Budget Analyst (GFMO) Accounts Payable Staff Financial Accounting Staff Grants Financial Mtg Staff 			<ul style="list-style-type: none"> Payroll Services Staff Treasury Staff Fiscal Compliance Officer Benefits Supervisors Budget Supervisors (Budget Office) Manager - Medicaid Recovery Risk Management Program Coordinator Transition to Work Coordinator Secretaries to the Chief and Directors 		<ul style="list-style-type: none"> All other divisional staff <p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
On-site	Telework	On-site	Telework	Telework		
COVID-19 Priorities	<ul style="list-style-type: none"> Continuation of Stage 1 priorities; Complete FY21 Budget Development process; Prepare FY20 financial statement audit; Load grant appropriations into the Oracle Financial System; Facilitate the A-133 Single Audit; File quarterly Medicaid reports to the MD Dept. of Health and MSDE; 		<ul style="list-style-type: none"> Train providers such as case managers on the federal and state Medicaid laws; Monitor and process leave payouts, extended option payouts and summer school pay; Prepare for new hires and ensure accurate set up of assignments in Oracle using the roster process; Finalize 2020-21 bulletins. 			

CHIEF OF STAFF

STAGE 2 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE			POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK			
<ul style="list-style-type: none"> Chief General Counsel Associate Superintendent Deputy General Counsel Legal Specialist Directors Officers Court Liaison Instructional Supervisor for Language Access 			<ul style="list-style-type: none"> Pupil Accounting Staff Administrative Assistants for the listed positions Public Information Specialists Digital & Visual Communications Supervisor Specialists and Technicians Specialists All Divisional Administrative Assistants 		<ul style="list-style-type: none"> Web Services Supervisor and Specialists Interpreting and Translation Services Supervisor Coordinator Translators and Interpreters Marketing Editor Labor Relations Coordinator Ethics and Compliance Officer <p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
On-site	Telework	On-site	Telework	Telework		
COVID-19 Priorities	<ul style="list-style-type: none"> Continuation of Stage 1 priorities; Assist school staff with registration; filter phone calls and inquiries from parents for registration/enrollment; Coordinate phone conference schedules for informal kinship appointment renewables; Informal Kinship virtual kinship appointments for new cases. Creating a possible Google survey for renewables for (SY20-21); 		<ul style="list-style-type: none"> Assist school staff members with preparing parent communications and school websites for summer and back-to-school; Continue development and approvals for new PGCPs website; Enhance language access services; Plan, coordinate and manage the Virtual Back-to-School Block Party; Create, pitch and secure media opportunities to fill school system vacancies. 			

STAGE 2 - OPERATIONAL REOPENING PLAN

CHIEF OPERATING OFFICER

STAGE 2 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE				
<ul style="list-style-type: none"> Chief Associate Superintendent Directors / Deputy Director Supervisors Technicians Safety Officer Sergeants / Captains Fiscal Analyst Account Tech II Budget Analyst Construction Procurement Supervisor Contract Specialist Clerk Typist III Project Manager I, II & III 	<ul style="list-style-type: none"> CADD Operator I & III Senior Buyer / Buyer I & II MBE Coordinator Security Assistants Investigative Counselors Transportation Supervisors Transportation Communications Team Trip Coordinators P-Card Administrator Expeditor Purchasing Clerk Computer Analyst Bus Drivers / Bus Attendants 	<ul style="list-style-type: none"> Warehouse Manager Warehouse Leads Warehouse Drivers / Helpers Warehouse Office Staff Supply Clerk I & II Senior Shop Stores Clerk Clerical Support Staff Automotive Mechanics Trades Helpers Service Attendants Shop Store Staffs Tire, Uphol. Crews Driver Trainers (Bus Lots) 	<ul style="list-style-type: none"> Building Services Staff – Reporting Food Service Central Office Staff Administrative Assistants Management Analysts Payroll Staff Computer Analyst 	<p>POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK</p> <ul style="list-style-type: none"> Scheduler Routers <p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Continuation of Stage 1 priorities; Complete COVID-19 work orders; Support interior and exterior construction projects; Check, install, repair CCTV systems, door-entry locks, Raptor instruments, oversee contracted work by vendors; Conduct daily assessments of school facilities for damages, repairs, identify blindspots for camera installations and provide recommendations on improving school safety; 		<ul style="list-style-type: none"> Purchasing and Finance functions and use of the CAD machines for design and submission; Complete the implementation plan for the new routing software (Transfinder) to include the new stop-arm camera monitoring system (Bus Patrol); Finalize Centralize Bus Stop Locations with the supervisory/routing team to include the Trainers; School Bus Safety Inspections (Type A & B); Preventive Maintenance. 	

HUMAN RESOURCES

STAGE 2 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE			POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK	
<ul style="list-style-type: none"> Chief Directors / Supervisors Background Unit Team Certification Advisors Credentialing Technicians Identification Clerk Coordinating Manager HR Data Quality 	<ul style="list-style-type: none"> Planning Data Analyst Budget Analyst Administrative Assistants for the listed positions HR Partners / HR Assistants ELRO Advisors Evaluation Specialists Instructional Specialist PAR Records Management Staff 		<ul style="list-style-type: none"> Mentor Teachers Consulting Teachers Business Manager Project Managers Analyst <p>* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)</p>	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Continuation of Stage 1 priorities; Prioritize the staffing of schools prior to the start of the school year; Resume fingerprinting services provided by the Bithgroup at Sasscer; Conduct new employee onboarding to include new educators; Plan for resuming Employee & Labor Relations Office matters/cases; 		<ul style="list-style-type: none"> Plan for summer professional development for preparation of the beginning of the school year; Update Distance Learning Professional Learning Guides for applicable employees; Develop ID Badge and Employee Identification Number (EIN) for all new hires. 	

STAGE 2 - OPERATIONAL REOPENING PLAN

INFORMATION TECHNOLOGY

STAGE 2 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE			POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK	
<ul style="list-style-type: none"> Chief Instructional Technology Director IT Supervisor TDC Managers IT Technicians Director TechOps 	<ul style="list-style-type: none"> Production Foreman Pressman, Bindery Supervisor Print and Mail Services Mail Clerk/Drivers Administrative Assistants for the listed positions 	<ul style="list-style-type: none"> Supervisor Telephones & Wiring T3 Supervisor Technology Training Team Engineers Schedulers Student Applications Director 	<ul style="list-style-type: none"> Help Desk Staff Enterprise System Staff Technology Application Developers 	<ul style="list-style-type: none"> Pre-Press Secretary
* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Continuation of Stage 1 priorities; Ensure staff completion of SafeSchools training prior to the start of the school year; Plan for distribution of equipment to new staff; Plan for distribution of equipment to students that have not received equipment; 		<ul style="list-style-type: none"> Provide support for employees negotiated contract implementation – July 1, 2020; Provide support for New Employee Orientation (NEO); Provide support of Bus Drivers Bid Day; Provide support for employee's evaluation/appraisal; Complete contracts and procurements completed to support online learning in the summer and fall. 	

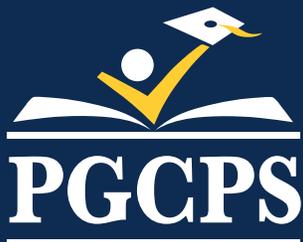
SCHOOL SUPPORT AND LEADERSHIP

STAGE 2 - POSITIONS IDENTIFIED TO WORK IN THE OFFICE			POSITIONS IDENTIFIED TO CONTINUE EXCLUSIVE TELEWORK	
<ul style="list-style-type: none"> Chief Associate Superintendents Instructional Directors Director, Family and School Engagement Supervisor, Office of School Health Specialists, Office of School Health Principals / Assistant Principals Secretary I / Secretary II Registrar Administrative Assistants for the listed positions 	<ul style="list-style-type: none"> Performance Specialists / Resolution Specialists Family and School Engagement Specialists Community Schools Instructional Specialists Supervisors Instructional Supervisors / Instructional Specialists Program Coordinators Statistical Analyst / Records Specialists Student Records / Transcripts / Archival Services Clerks Mental Health Coordinator 	<ul style="list-style-type: none"> Psychologists Professional School Counselors Pupil Personnel Workers Home and Hospital Case Managers 	* Positions identified to continue telework work hours in alignment with approved telework plans. (M-F)	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On-site	Telework	On-site	Telework	Telework
COVID-19 Priorities	<ul style="list-style-type: none"> Continuation of Stage 1 priorities; Implement Virtual Distance Learning Program for ES, MS & HS; Complete grade-level scheduling; Monitor the student records transmittal process; Implement actions needed for textbook processing: <ul style="list-style-type: none"> School staff move textbooks from lockers to identified areas in schools. School staff gather obsolete textbooks and prepare them for pickup in order to make room for new textbooks. Mid-August – Schools accept delivery of annual consumables that have been paid for as part of a six-year adoption cycle. 		<ul style="list-style-type: none"> Mid-August - New textbooks delivered to schools. If students will rotate between home and school, assess digital textbook needs (e.g., class sets of print books only). Review and revise district and school emergency plans based on lessons learned during recent school closures; Create contingency plans for reopening scenarios; School schedules (e.g., drop-off and pick-up times, bus schedules, school start and end times, class, lunch, and recess periods); Pre-Service planning for instruction and reopening; Outline the plan for professional development priorities. 	



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
**STAFF REOPENING
&
RECOVERY PLAN**

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STAGE 3

PREPARING FOR REOPENING TO STAGE 3

All PGCPs employees will return to on-site work two weeks after the County Executive makes the announcement. The only exceptions are employees with approved Americans with Disabilities Act (ADA), Retirement, Resignation, or the Cares Act Leave (Ends December 31, 2020, per Federal law).

MANAGING RETURN TO WORK ANXIETY DURING COVID-19

COVID-19 has challenged many people's security and sense of control. Returning to work represents a return to normal, but it may not be without its own causes for anxiety. Finding a balance between your personal well-being and work environment responsibilities is important.

After getting the return to work order, you should address any reservations related to COVID-19 that may

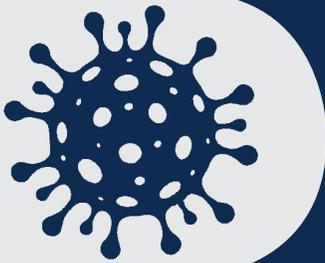
affect your work duties. This includes the following guidance:

- Continue to follow the recommended measures to prevent spreading the virus.
- Be patient with yourself and your coworkers.
- Take care of your mental health.

Receive up to four free and confidential counseling sessions for personal and work-related concerns.

Inova Employee Assistance Program
1-800-346-0110

All employees can receive up to four free and confidential counseling sessions for personal and work-related concerns with the Inova Employee Assistance Program. If you require help in these regards and/or would like to review additional resources, please call the Inova Employee Assistance Program at 1-800-346-0110, or go to www.inova.org/eap and use the user name PGCPs and password PRINCE for access.



Stop the Spread of COVID-19 PERSONAL DAILY HEALTH CHECK ✓

All staff must conduct a personal daily health check to determine if they are healthy enough to come to work (temperature check of less than 100.4 and no signs of COVID-19 symptoms).

WATCH FOR SYMPTOMS

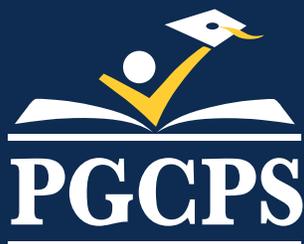
People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **Symptoms may appear two to 14 days after exposure to the virus.** People with these symptoms may have COVID-19:

- | | | | |
|-------------------|---|------------------------------|----------------------------|
| • Fever or chills | • Shortness of breath or difficulty breathing | • New loss of taste or smell | • Congestion or runny nose |
| • Cough | • Muscle or body aches | • Headache | • Nausea or vomiting |
| • Fatigue | • Headache | • Sore throat | • Diarrhea |



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
**STAFF REOPENING
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**PROTOCOLS FOR
COVID-19**

COVID-19 RELATED BUILDING CLOSURES

Prince George’s County Public Schools (PGCPS) continues to monitor state and local conditions while working through the logistical and health challenges of returning to in-person instruction and full on-site daily operations. PGCPS is maintaining social distancing guidelines, facial covering requirements and rigorous building disinfection processes aligned with the Centers for Disease Control and Prevention (CDC) recommended cleaning protocols.

You can view incidences of COVID-19 that required buildings to close for cleaning and sanitization on the PGCPS website. This online database captures school and office building closures related to incidences of COVID-19 since March 2020. Please note this list only includes traditional public schools and those incidences that required cleaning or sanitizing due to the individual’s recent presence in the building or other known risk factors.

SCHOOL/BUILDING CLOSURE NOTIFICATIONS

Notifications of school or building/property closing due to COVID-19 precautions can be found on the PGCPS website and all appropriate stakeholders are notified within 48 hours of the closing.

For more information on Reopen PGCPS, visit www.pgcps.org/reopen

PGCPS will continue to monitor and adhere to federal, state and local public health communications about COVID-19.

PGCPS will reinforce how employees can protect themselves and others from COVID-19 by communicating the following guidelines from the Centers for Disease Control (CDC):

- If you have symptoms, notify your supervisor and stay home.
- If you are sick, follow CDC recommended steps and do not return to work until you meet the criteria to discontinue home isolation.
- If you are well but have someone in your household who has COVID-19, notify your supervisor and follow CDC recommended precautions.
- Social distancing is mandated.
- Barriers or partitions, and personal protective equipment will be used accordingly.

BUILDING CLEANING PROTOCOLS

The CDC offers the following cleaning, disinfecting, and hand hygiene considerations to help school administrators make decisions, protect their students and staff, and communicate with families and communities to which PGCPS follows:

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.htm

CLEANING

Removes soil from surfaces but does not kill any organisms.

VS.

DISINFECTING

Destroys or irreversibly inactivates bacteria and viruses*

*See product label for specific organism claims.

SAMPLE COVID-19 NOTIFICATION LETTER

Dear Colleagues:

Today, Prince George’s County Public Schools was notified that an employee based at _____ tested positive for COVID-19. The employee is quarantined at home and receiving medical treatment. Employees who may have been in close contact with the individual have been contacted by their Supervisor. The individual who has tested positive will not be allowed to return to work until cleared by their primary care provider. I know you join me in extending well-wishes and prayers for our colleague’s recovery.

In line with our protocols, we will thoroughly clean and sanitize the area before reopening it for use.

We encourage all employees to take preventive steps:

- If you must go out, maintain a 6-foot distance from others.
- Wash your hands often with soap and warm water for at least 20 seconds on both sides and between your fingers.
- Wear face covering at all times inside the building.
- Use an alcohol-based hand sanitizer with at least 60% alcohol *if soap and water are not available*.
- Avoid touching your eyes, nose and mouth.
- Avoid people who are ill.
- Disinfect high-contact surfaces, such as doorknobs and tables.

PROCEDURES FOR DISINFECTING SCHOOLS

The most effective way to protect yourself from spreading viruses and gems is proper hand washing or sanitizing. Please ensure you have an adequate supply of the necessary materials on hand to stock your facility. Ensure that all restrooms and classrooms have adequate soap and paper towels at all times. All *Board issued* wall-mounted hand sanitizer dispensers should be checked daily and filled as needed..

If your school follows the **Health First Cleaning Program**, the procedures for dealing with virus prevention are already in place.

For facilities that have not adopted this program, use the following procedures during your facility’s daily cleaning.

- All custodial personnel is to wear rubber gloves while working.
- Use a disinfectant for all surface cleaning. *(Do not use an all-purpose cleaner.)*
- Wipe off all “touchpoints” (i.e., doorknobs, panic bars and touch plates) daily using a disinfectant.
- All restrooms, water fountains and sinks are to be cleaned daily with disinfectant.

DAILY DISINFECTING PROCEDURE

- Wipe off all doorknobs and panic bars.
- All water fountains and sinks are to be cleaned and disinfected.
- All lavatories are to be sprayed and left to dwell a minimum of 10 minutes before cleaning.
- Stock all schools with paper towels, toilet paper, and soap throughout.
- Clean all student desks, cafeteria tables and locker rooms.
- Wipe down keyboards and telephones with a rag *(do not spray on electronic surfaces)*.

DISINFECTING SUPPLIES

Personal Protective Equipment (PPE)

- Gloves
- Mask

Disinfectant - *Do not use an all-purpose cleaner*

- Neutral Lemon Slam Disinfectant/Deodorizer *(use disinfectant for all cleaning)*
- Mark II or Mark E *(use in restrooms)*
- Mix all disinfectant to manufacturer specifications

Cleaning Equipment

- Spray Backpack *(if on hand)*
- Spray Bottles
- Rags

REQUEST FOR A TEMPORARY ACCOMMODATION Related to COVID-19

OPTION 1

Any employee with a disability (which may include a physical or mental impairment or high-risk area related to COVID-19) may request an accommodation, including telework, in order to continue performing essential job functions.

Accommodation requests should be emailed to the Equity Assurance Office (amana.simmons@pgcps.org) and will be processed under Administrative Procedure 4172.

OPTION 2

An employee needing temporary accommodations that are related to child care or caring for an individual under quarantine, isolation, or medical care due to COVID-19 may submit a request to their direct supervisor for approval and review of a telework plan. Not all positions are conducive for telework; approval is on a case-by-case basis.

Pre-authorization from the supervisor and division chief is required. Fully authorized forms are submitted by each division Chief to the Chief Human Resources Officer at chro@pgcps.org for official notification of approval/denial.

OPTION 3

An employee who is unable to work with modifications, including telework, due to child care, caring for an individual under quarantine, isolation or medical care due to COVID-19, or other qualified reasons, may be eligible for paid sick leave and expanded family and medical leave until December 31, 2020, as provided by the Families First Coronavirus Response Act.

Employees may contact Absence Management at absence.mgmt@pgcps.org or visit their website for more information regarding the Family and Medical Leave Act (FMLA) eligibility.

- Per federal law, this ends December 31, 2020.

Should these accommodations not meet your need to transition, you may contact your Human Resources staffing partner or the Benefits Office to discuss other options.

OUR PRIORITIES

EQUITY:

Equipping All Students for Success

SAFETY:

Prioritizing Health and Wellbeing

EXCELLENCE:

Providing Quality Teaching and Learning

COMMUNICATION:

Delivering Timely Info at Every Stage

OPERATIONAL RECOVERY PLAN

PROTOCOLS FOR SCHOOL-BASED EMPLOYEES TESTING POSITIVE FOR COVID-19

In an effort to track COVID-19 cases within the PGCPs community, a reporting process has been developed. To prevent the further spread of the infection, timely notice from employees to supervisors is essential. The following map depicts the reporting procedure for school-based employees.



PROTOCOLS FOR **CENTRAL OFFICE** EMPLOYEES TESTING POSITIVE FOR COVID-19

In an effort to track COVID-19 cases within the PGCPs community, a reporting process has been developed. To prevent the further spread of the infection, timely notice from employees to supervisors is essential. The following map depicts the reporting procedure for central office employees.



PROTOCOLS FOR **SCHOOL-BASED** EMPLOYEE WITH IMMEDIATE EXPOSURE TO A PERSON WHO HAS TESTED POSITIVE FOR COVID-19

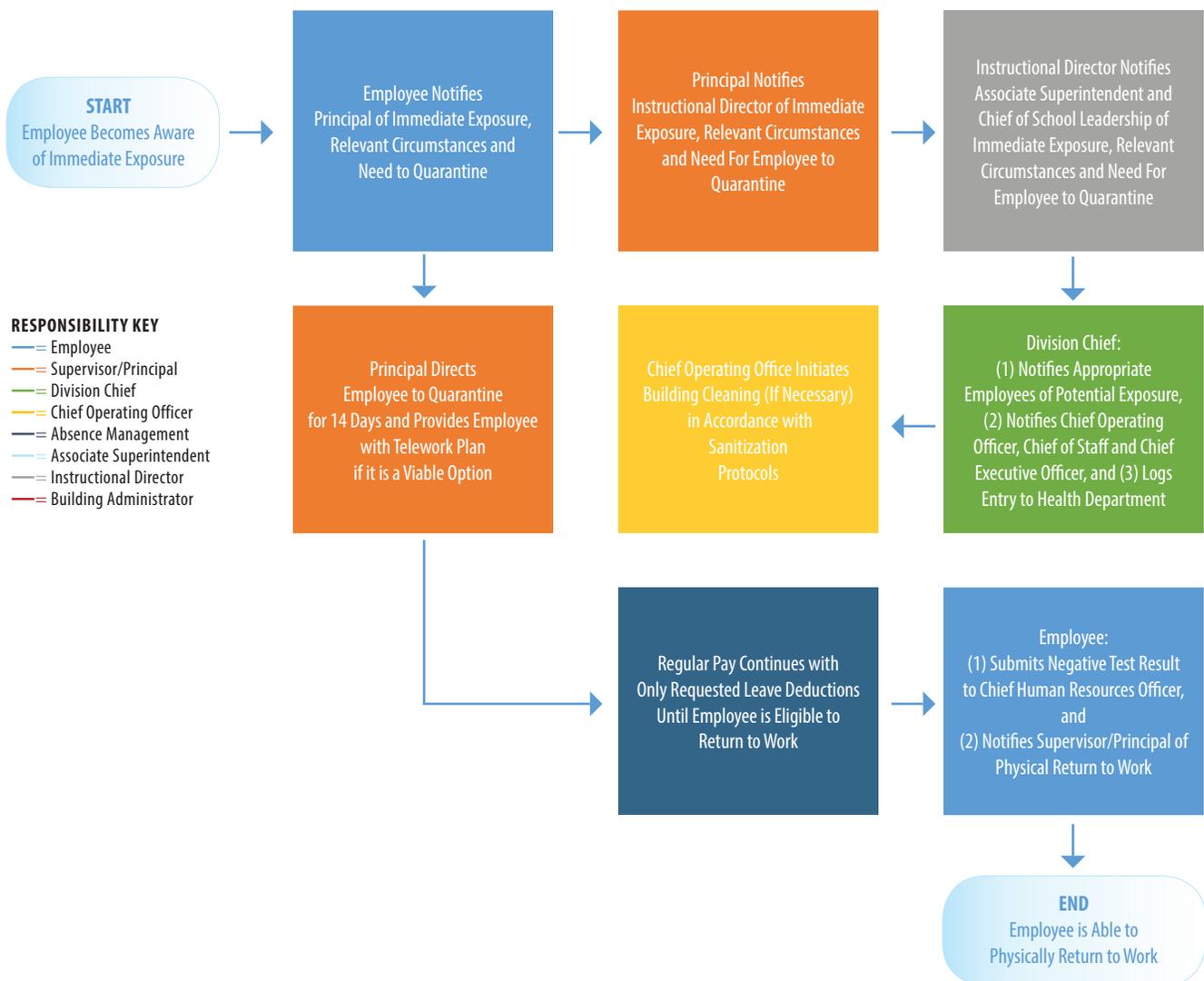
On July 29, 2020, the Maryland Department of Health issued NOTICE - OUT OF STATE TRAVEL AND PUBLIC TRAVEL ADVISORY. Give special attention to the guidance extracted below:

Any Marylander who travels to a state with a COVID-19 test positivity rate above 10% should get tested and self-quarantine at home until the test result is received. The District of Columbia and the Commonwealth of Virginia are exempt from this recommendation.

Find a list of State COVID-19 test positivity rates at <https://www.cdc.gov/covid-data-tracker/index.html#testing>

COVID-19 Tests Performed by State - Commercial and Reference, Public Health, and Hospital.

Process maps for school-based employees who have had immediate exposure to a person who has tested positive for COVID-19 follows.



PROTOCOLS FOR **CENTRAL OFFICE** EMPLOYEE WITH IMMEDIATE EXPOSURE TO A PERSON WHO HAS TESTED POSITIVE FOR COVID-19

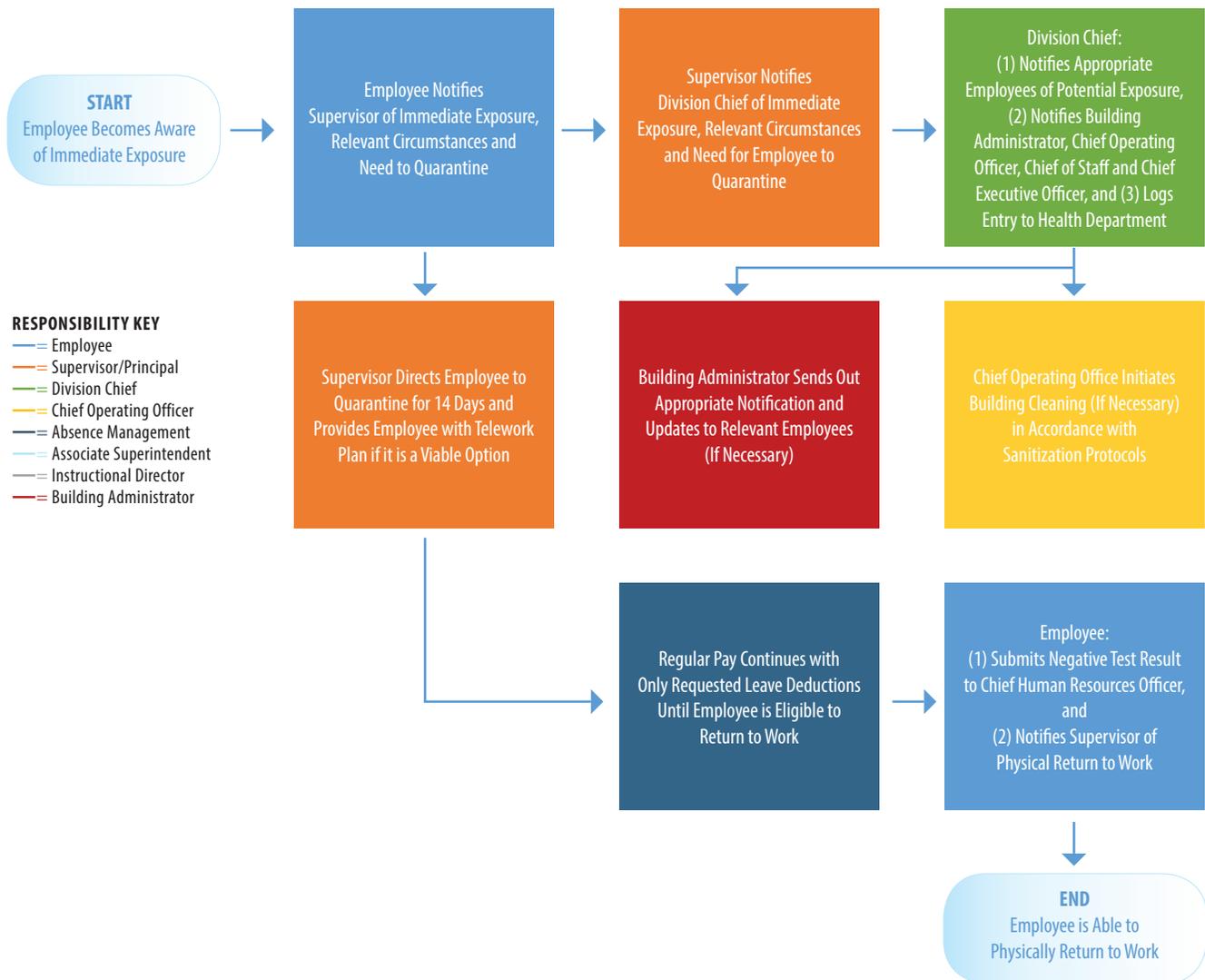
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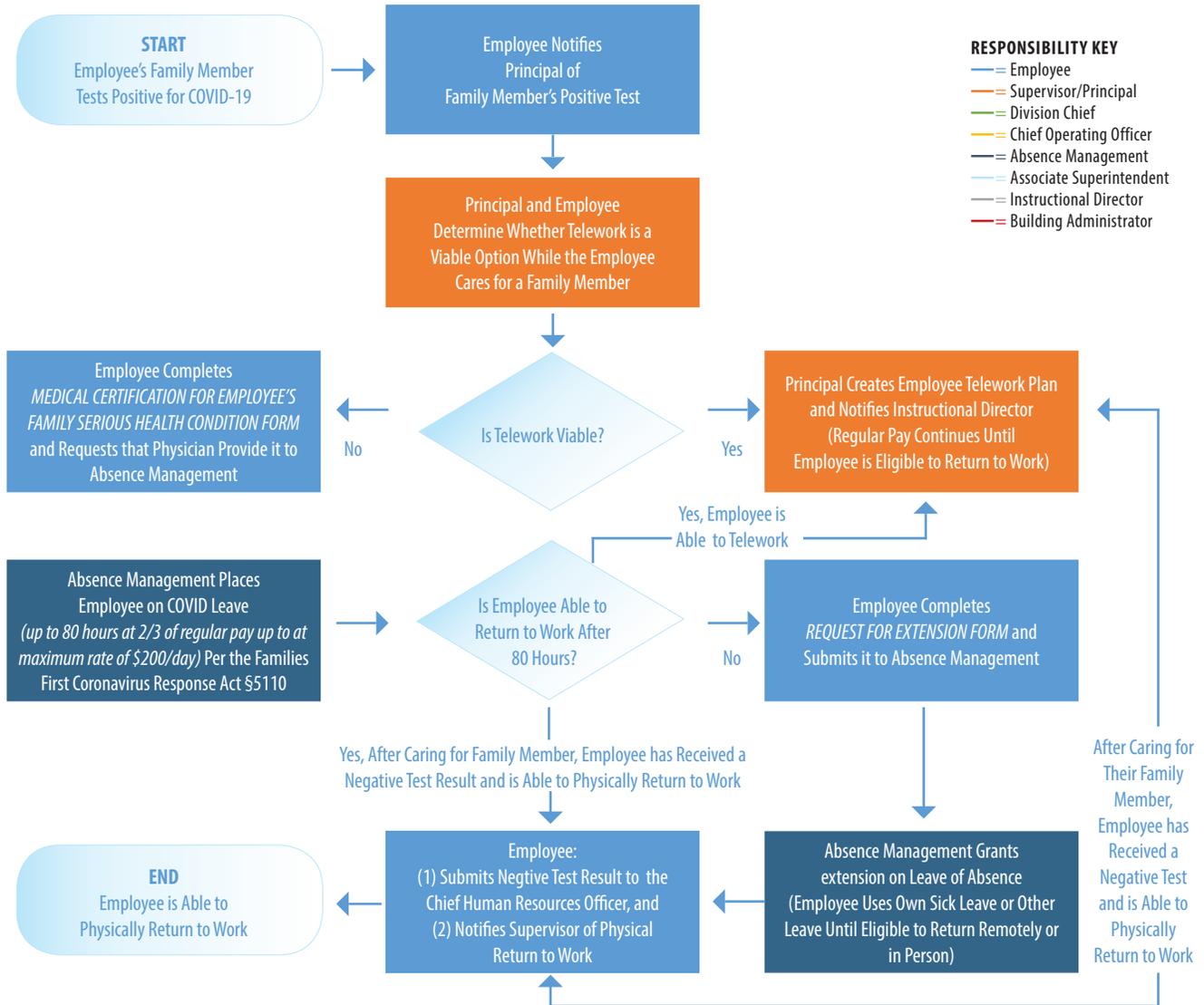
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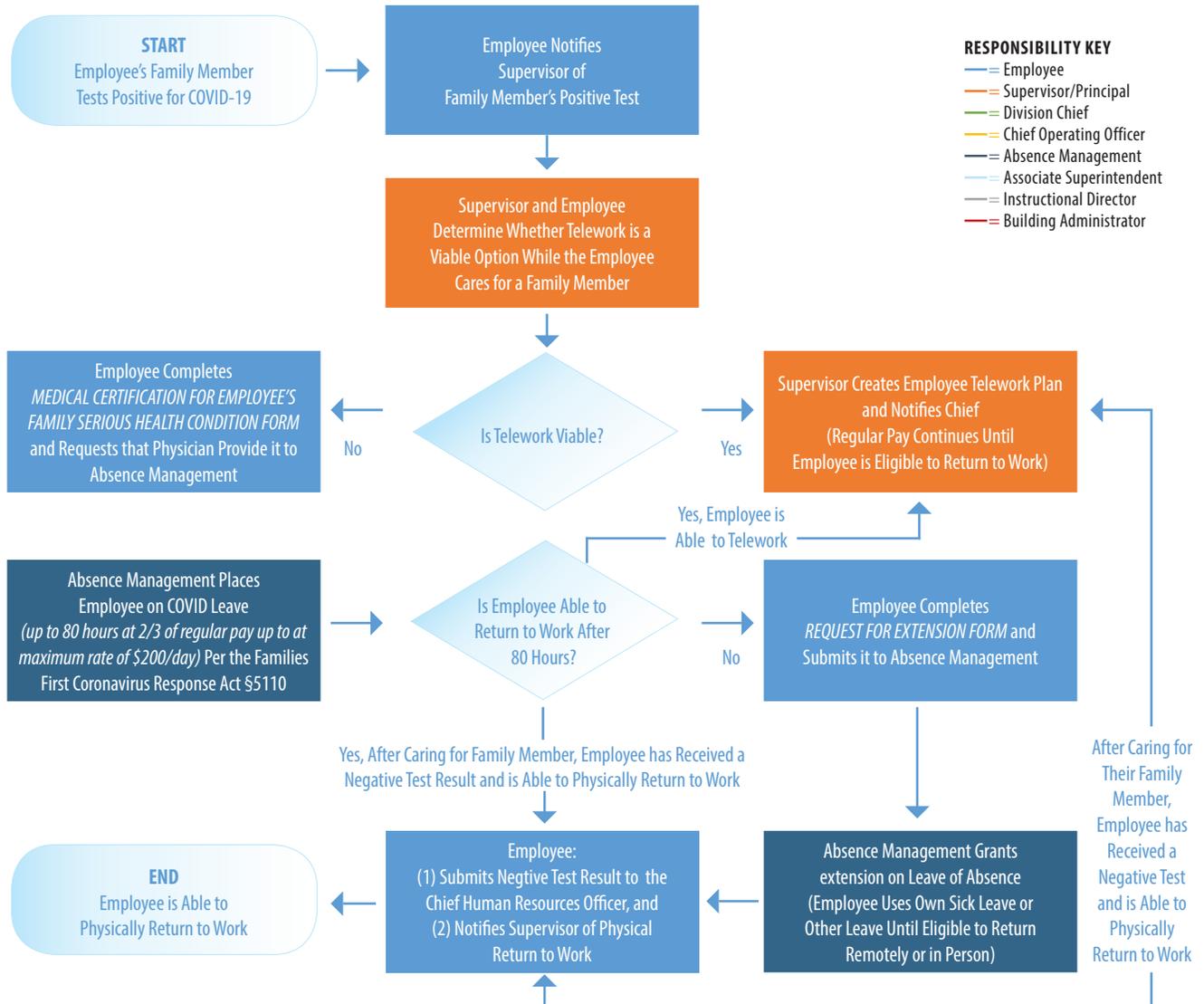


OPERATIONAL RECOVERY PLAN

PROTOCOLS FOR **SCHOOL-BASED** EMPLOYEE NEEDING TO CARE FOR FAMILY MEMBER THAT TESTED POSITIVE FOR COVID-19



PROTOCOLS FOR **CENTRAL OFFICE** EMPLOYEE NEEDING TO CARE FOR FAMILY MEMBER THAT TESTED POSITIVE FOR COVID-19



PGCPS RECOVERY TEAM MEMBERS

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Chief of School Support & Leadership
Barry Stanton, Chief Operating Officer
Melissa Covington, Administrative Secretary
to the Chief of School Support & Leadership
Mark E. Fossett, Ed.D., Associate Superintendent
Supporting Services
Kasandra Lassiter, Ed.D., Associate Superintendent
Elementary Schools

INPUT PROVIDED BY

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Food and Nutrition Services
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Building Services
Demetria Tobias, General Counsel
Judith White, Ed.D., Chief Academic Officer

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

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www.pgcps.org

Updated: November 2020

