



2021-22 School Year Health and Safety Guidance Additional Employee Resources

Document purpose: The purpose of this document is to provide additional guidance to school leaders. Topics were identified in consultation with school leaders based on topics that required additional details. This document is not a replacement for the district's health and safety guidance, but rather serves to enhance guidance in certain areas. Prior to reviewing this document, please be sure to review PPSD's [Health and Safety Guidance](#).

This document will be updated periodically as additional guidance is developed. For topics not covered in the reentry plan or this document, please contact Zack Scott (zachary.scott@ppsd.org)

Reopening Resources and Documents

Resource/Document	Description
Seating chart template (PDF version ; google doc version - download/make a copy)	Recommended seating chart template. Schools may develop their own if classrooms have unique configurations. If doing so, schools should ensure seating chart notes distances between students and includes all staff and student names.
Classroom Setup and Cleaning Expectations	Guidance regarding: <ul style="list-style-type: none">• Classroom setup• Classroom cleaning• PPE and signage• Classroom ventilation (e.g., purifier and fan usage)
Reporting protocols for COVID-19 cases	Protocols for responding to COVID-19 related cases
RIDOH Outbreak Protocols	RIDOH guidance on responding to probable and positive COVID-19 cases

Last updated: 8/30/21

COVID-19 time off FAQs	Frequently asked questions on leave/time off requests related to COVID-19
Novatime sign-in link	Link for signing in remotely. For questions on the Novatime system, please contact Lorell Ferri (Lorell.Ferri@ppsd.org)
Technology support information	PPSD staff members can contact the help desk via email or phone to report technical issues. <ul style="list-style-type: none"> • Email: help@ppsd.org • Phone: 401-456-9142 • Hours: 8:00am-4:30pm IT support staff respond to user inquiries within 1-2 business days by either requesting more information from the user or by opening a work order.
Employee Assistance Program (EAP) website	Resources to support employees on a variety of needs, including wellness and counseling referrals
Frequently Asked Questions	Frequently asked questions not covered in guidance

Frequently Asked Questions

Reporting expectations

1. *If employees need to work from home due to quarantine or because a worksite has been switched to distance learning/working, what are employee work expectations?*

When an employee is directed to work from home, the district expectation for staff members is that they will (1) adhere to deadlines set by their supervisor, (2) attend virtual meetings as scheduled, and (3) be available by email and phone throughout the workday hours. The general expectation is that remote working hours mirror typical in-person working hours unless otherwise noted. For teachers, remote work will be determined by their supervisor and may include providing remote instruction/distance learning in a full group or small group setting either directly to students or with the support of a co-teacher.

PPE and Ventilation

2. *Who should I contact if my classroom is running low on PPE for my classroom?*

Please contact your school principal or other designated contact at your school for replenishing PPE in your classroom. If the school does not have additional supplies, they will place a request with the Central Warehouse for rapid replenishment.

Last updated: 8/30/21

3. *What is the process for replacing filters in air purifier units?*

An allotment of filters is housed at each school. Principals should directly notify their Lead Custodian when a "Change Filter" light is found. Custodians will change the filters. Work orders should not be entered in this instance.

Shared Spaces

4. *Can faculty lounges be used?*

Faculty lounges can be used for breaks or to prepare meals (e.g., utilizing the refrigerator or microwave), though staff members may not consume meals in lounges and should remain masked. When staying in a lounge for an extended period of time (>15 minutes), staff members should maintain 6 feet of distance from one another.

Student Supports

5. *When a student is quarantined, what is the expectation for providing academic support?*

Teachers will be expected to post information on their Google Classroom for students to work on asynchronously while students are quarantined. Schools should work to find an individual to the building to check-in or hold office hours to answer questions that students may have. The principal or teacher may have students "zoom in" to the classroom (to either listen to the teacher or engage in instruction) depending on the content or lesson plan, though typically teachers will not be expected to use simultaneous teaching while students are quarantined.