



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Memo

To: School-Based Employees

From: George Arlotto, Ed.D.
Superintendent of Schools

Subject: Guidance for School-Based
Staff Return to School Buildings
for the 2020-2021 School Year

Date: October 8, 2020

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The information that follows is based upon the information in the reopening plan presented to the Board of Education this week, as well as decisions made by the Board based on those presentations.

This memo is intended to provide guidelines for AACPS school-based staff returning to buildings in the 2020-2021 school year. As the school year is under way and we increasingly return staff to buildings for the onset of hybrid learning, we must ensure that the needs of all of our students, families, and staff are met.

Due to the nature of the reopening of schools, the staffing requirements of AACPS schools and offices, as well as work expectations of employees, will continue to grow and evolve to meet the needs of students and staff returning to buildings.

As you are aware, the Governor has placed Maryland in Stage 3 of reopening efforts and the County Executive and his Chief Health Officer have provided metrics facilitating our ability to safely reopen schools for staff and students in a hybrid model. In line with those metrics, this memorandum will outline work expectations regarding school-based staff.

ELEMENTARY AND SECONDARY SCHOOL TEACHERS

- **November 2:** All elementary and secondary teachers shall return to their classrooms and continue to teach virtually from their classrooms on Monday, Tuesday, Thursday, and Friday. Teachers will telework on Wednesday to allow for deep cleaning of school buildings.
- **November 16, 2020:** Hybrid in-class instruction begins for ECI students and students in prekindergarten through second grade in elementary schools.
- **November 30, 2020:** Hybrid in-class instruction begins for students in third through fifth grades in elementary schools.

We are continuing to examine potential dates to begin hybrid instruction for middle and high school students, and are currently looking at mid-December and early January. Obviously, health and safety metrics related to COVID-19 may impact these dates.

Please note that professional development will continue on Wednesday afternoons throughout this period. All 10-month Unit I employees will telework for the entire day.

OTHER SCHOOL-BASED STAFF

- Beginning Monday, November 2, 2020, all school-based staff will be expected to return to their work sites regularly. Given varying business needs and uniqueness of positions within schools, there may be direction from supervisors to telework. However, in most cases all staff will be reporting to their work location 4 to 5 days per week. The following factors may be considered when creating work schedules for staff:
 - Business operations requirements
 - Building/office coverage needs
 - Ability to social distance
 - Ability to complete work remotely
- These factors may result in staff reporting 5 days per week, though supervisors may provide teleworking options. Given the varying factors for each position it is not appropriate to compare situations or positions, business needs, or the number of reporting days.
- AACPS buildings and offices will be open for public business during school hours, though public interactions will be by appointment only.
- All buildings should display recently provided bilingual signage for walk-ins that conveys the requirement for anyone in a public area of any AACPS building to wear a mask. Additionally, all employees shall practice social distancing, which includes – to the extent possible – staying 6 feet away from other employees and being mindful of colleagues’ personal space, washing your hands thoroughly and frequently, and wiping down common surfaces often. Please continue to abide by the CDC and Anne Arundel County Department of Health guidelines. When walking through close quarters, such as hallways or stairwells, please stay to the right. **It is the responsibility of all employees to report violations of these protocols to their supervisor. Such violations will result in progressive disciplinary action.**
- People with COVID-19 have a wide range of symptoms reported. Symptoms may appear 2-14 days after exposure to the virus. People with two or more of these symptoms may have COVID-19 and should seek medical care. This list does not include all possible symptoms:
 - Fevers or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Schools and offices should print and display the established [AACPS safety and cleaning protocols](#) in a highly visible area. Centralized hand sanitizer stations were purchased and placed in all buildings, including hand sanitizer for every classroom. No labels, decals, or other signage should be affixed to these sanitizer stations.

Guidance for School-Based
Staff Return to School Buildings
2020-2021 School Year
October 8, 2020
Page 3

AACPS offers accommodations for specified COVID-related concerns. Employees who are unable to report to work locations due to health or childcare concerns should notify their supervisor and contact the Division of Human Resources regarding reasonable accommodations. The Division of Human Resources will accept accommodation requests for school-based employees in accordance with a schedule, which will be communicated to employees under separate cover. Do not submit a COVID-related request for accommodation until you receive the schedule and instructions.

We will continue to keep the health, safety, and well-being of our employees and the public we serve in the forefront of our minds. Discussions with the Maryland State Department of Education, the County Executive and his Chief Health Officer are ongoing and as further changes are enacted, we will continue to ensure that you have all the information as soon as possible.

As always, thank you for everything you do for our children every day.

#WeAreBetterTogether

GA/mhj