

**Education Support Professionals (ESPs)
COVID-19 Reopening FAQ**



SAFETY AND PROTOCOLS

1. What are the Safety Guidelines and Protocols for SAFETY that CCSD expects all employees to follow?

Completion of the daily health survey for staff at the beginning of their shift. If experiencing symptoms, contact their supervisor immediately, stay home, and complete the health survey from home. The link is provided here, [Health Check](#), and it can be saved to employees' electronic devices. Additionally, some departments post a QR code at the entrance to their buildings which can be scanned and it will take the employee directly to the health survey log-in page. When entering the building a face mask must be worn at all times, unless alone, in an isolated area such as an office or fully-enclosed cubicle with walls. Adhere to social distancing guidelines and wash hands or use hand sanitizer as outlined in the [Hybrid Instructional Model Implementation Guide](#) under the section, Health and Wellness section/Requirements Related to Health and Wellness.

2. If someone is exposed* to COVID-19 at work, what are the protocols that are to be followed.
*Exposure is defined as having close contact with a COVID-19 positive individual. Close contact is defined as being within six feet of a COVID-19 positive person for total of 15 minutes or more in a 24-hour period.

Upon notification of a COVID-19 positive individual that has been on site in the last three days, all close contacts will be identified and notified of the need to self-isolate and/or test. A general notification will be sent out to all staff by the site administrator that a COVID-19 positive case has been confirmed and will indicate the last week the individual was present in the building.

3. If someone in an employee's home has contracted COVID-19, what is the protocol to be followed?

There is a flowchart that outlines the steps included in the [Hybrid Instructional Model Implementation Guide](#) (page 60), under the section, Employee COVID-19 Exposure Notification Workflow, that provides a brief description of the preceding pages of the Employee COVID-19 Exposure Guideline. The employee must report the exposure to their supervisor and work through the process for either telework during quarantine or taking the necessary leave.

4. If an employee suspects they have COVID-19 and/or they are having symptoms, what is the protocol to be followed?

Follow the steps in the [Hybrid Instructional Model Implementation Guide](#) (pages 54-58), under the section, Employee COVID-19 Exposure Guideline. Once the supervisor has reported the suspected illness, a contact tracing nurse can assist with possible testing and quarantine instructions.

5. What options are available to employees who suspect they have COVID-19?

See response to question 4. There are designated locations that a contact tracing nurse can refer the employee for testing, free of charge.

6. If sent home, is there a way to get an immediate test? Also, is there a way to not have it taken from your sick time?

Depending on the symptoms and availability of tests, it is possible that the test can be performed the same day. The employee may utilize their leave balances. If the employee ends up needing to be out of work for several days and has no available leave balances, they will need to contact the FMLA office to explore eligibility and availability of the ESEA Sick Leave Donation Program, FMLA, or other leave options at 702-799-5418.

Many employees working as paraprofessionals (Paras) do not qualify for FMLA because their hours are not enough per day or months per year. What options are there for them?

The options for these employees would be to utilize their accrued leave per the negotiated agreement or, if no leave is available, utilize short-term unpaid necessity leave, which is reviewed and approved by the supervisor.

Can ESEA Sick Leave MOA be used and extended?

Yes, the (click on link) [ESEA/CCSD Sick Leave Donation MOA](#) was extended and currently expires on June 30, 2021.

The District is sending the employee home. Why can this not be viewed the same as a District business?

Being ill or having symptoms is not District business.

If telecommuting is not an option and an employee needs to take FMLA, does AB469 come into play?

No.

Are positions still guaranteed under the CBA (Collective Bargaining Agreement)?

Yes.

7. Can they require a "fit for duty" test when an employee returns from COVID-19?

*No, a fit for duty exam is not required nor is a doctor's release note. The employee has to meet the Southern Nevada Health District (SNHD) guidelines for returning to work, which are listed in the [Hybrid Instructional Model Implementation Guide \(page 58\)](#), under the section, *Determining When an Employee May Return to Work and the Employee COVID-19 Exposure Notification Workflow on the following page.**

8. If an employee had symptoms, but the test comes back negative, what is the protocol to be followed?

If the employee is experiencing symptoms but has not been exposed to a confirmed positive COVID-19 person, they can return to work after they received a negative test result and have symptoms improving. If the employee chooses not to test, they must wait at least 10 days from the onset of symptoms, be fever free (no use of medications) for at least 24 hours, and have a general improvement of symptoms to return without testing.

What if they have a negative test, yet they still feel ill?

They must stay home until fever free (no use of medications) for at least 24 hours, and have a general improvement of symptoms to return without testing.

9. If you have allergies, you come to work, and someone sends you home, how many times can they send you home?

To be sent home, you must have responded yes to one of the questions asked in the daily health survey. If you can answer yes to any of the questions, you should remain home.

- *Do you have a new or worsening cough that cannot be attributed to another health condition?*
- *Do you have a new or worsening shortness of breath that cannot be attributed to another health condition?*
- *Do you have a fever (100.4° F or higher) or new loss of taste or smell?*
- *Do you have any two or more of the following symptoms: new or worsening headache, sore throat, chills, repeated shaking with chills, muscle pain, vomiting, diarrhea, new congestion/runny nose or excessive fatigue?*
- *Have you come into close contact (within 6 feet for more than 15 minutes) in a 24-hour period with someone who has a laboratory-confirmed COVID-19 diagnosis in the past 10 days?*
- *Have **you** received a laboratory-confirmed positive COVID-19 diagnosis in the last 10 days?*

Will there be discipline if an employee is a “Code 10” because they are sent home so much for allergy or flu symptoms?

No.

10. If a face mask does not fit securely on an employee’s face, will there be options for the employee, i.e., new mask, face shield, etc.?

The employee should ensure that their personal face mask fits properly. Disposable face masks are a one-size-fits-most style. If the employee feels uncomfortable in just a disposable mask, they can provide their own face shield, but it is not required. Any employee who is required to wear an N95 respiratory mask will have to adhere to the OSHA Respiratory Fit Program run by the Safety Office. Questions can be directed to Safety at 702-799-6496 x5650 or at safety@nv.ccsd.net for more information.

Can the employee wear a face shield over the face mask that does not fit?

A face shield could be worn with a mask. The mask should fit over the mouth and nose.

11. In classrooms where the computers are together, how will the social distancing occur when staff return?

Six-foot distancing will be established and the site administration will review the specific areas to determine if additional barriers are necessary to provide adequate separation.

12. Will Support Professionals in the classroom be given a workspace that incorporates social distancing?

Yes, all workspaces will be evaluated and measures put in place to ensure social distancing requirements are met. Physical barriers may be required in certain areas to ensure compliance.

13. What kind of COVID-19 training are you going to give other than online?

The online training gives all necessary general guidelines for staff. Signage has been posted throughout the buildings as a reminder. The [Hybrid Instructional Model Implementation Guide](#) also contains additional resources for employees. Supervisors will train specific staff as necessary based on their job duties.

What kind of follow-up protocols will be put in place to ensure that all employees understand the COVID-19 procedures?

Completion of the daily health survey for staff prior to entering the building (messaging reminding them to stay home if they have symptoms) and reinforcing safety measures that are in place for mitigation (masks, hand washing, social distancing, etc.). All staff should review the COVID-19 training video prior to their return if they have not already done so. They should also familiarize themselves with the health section of the [Hybrid Instructional Model Implementation Guide](#) (pages 27-60). If staff are observed not following protocols, they will be individually trained on the requirements as well as the supervising administrator will be notified of the retraining.

14. What COVID-19 signage and social distancing markers will be in the schools and facilities?

Information on the safety posters and the floor distancing stickers are available at the following web page: <http://ccsd.net/departments/risk-management/covid-19-information>. Sites were provided with an initial supply from Risk Management and were given information on how to order additional quantities, when required.

15. What is the CPR Protocol for staff on the AED team and Health Office staff?

During an AED drill, participants will not switch between compressions and airway breaths to demonstrate competency. During CPR drills, only one person will conduct CPR on the mannequin. Two person CPR is not demonstrated. During drills, employees have access to a face shield or disposable airway system to conduct the respiratory component of CPR. Employees who are CPR trained have access to the equipment demonstrated in the drills in order to safely perform CPR during an actual event.

PERSONAL PROTECTIVE EQUIPMENT

1. Who fills the orders of PPE for each division or department?

Orders of hand sanitizer, cloth and disposable face masks, face shields, isolation gowns, and N95 masks for identified personnel have been ordered centrally from the Purchasing Department. In addition, an initial purchase of sanitizing wipes has been placed centrally for all school sites. Schools will be responsible for replenishing their supply of sanitizing wipes. Disposable gloves are unavailable in large quantities and are being allocated for those having to perform medical procedures or diapering in the school setting. The Safety Office of Risk Management is working with individual locations to identify alternative solutions to individual PPE needs to the sites.

This question does not clarify where the reordering goes or who is responsible for the ordering and funding.

Central office purchases were made for the items listed above. Face shields, N95 masks, gloves, and other PPE needed by individual sites and listed as required in the [Hybrid Instructional Model Implementation Guide](#) will continue to be supplied centrally by Purchasing as supplies allow. If an individual site has questions about what PPE has already been purchased, they can contact Risk Management at

safety@nv.ccsd.net. A restocking protocol will be distributed to all sites prior to March 1, 2021.

2. Whose responsibility is it to ensure that all employees have PPE to keep them safe?

The site administrator must ensure that their staff have all necessary PPE to perform their job safely. A job hazard analysis can be performed with the assistance of the Safety Office in Risk Management to identify necessary PPE or to establish administrative controls that would address safety and eliminate the need for PPE.

How long would it take to have an analysis completed by the Safety team at Risk Management?

Once notified of the need to assess an individual site, the risk assessment will take place within 3 days. If the job duties are similar to an existing assessment, then it may be necessary to only conduct a phone interview to determine if staff will be asked to do anything outside of the regular job responsibilities. All staff are required to wear a face mask when in the building. Gloves are required if mixing or using chemicals or performing medical related procedures, diapering, or cleaning up bodily fluids. Otherwise, staff can simply wash hands after coming into contact with common surfaces or utilize hand sanitizer when hand washing is not available. N95 masks are only required when interacting with a symptomatic individual in the sick room or while performing medical related procedures involving the respiratory system. A face shield can be worn with a disposable or cloth face mask if staff are dealing with students who cannot wear a face mask or cannot control their behavior with regard to saliva.

What happens if 50 schools at the same time need an analysis, can they handle the volume?

Many of the requests can be quickly resolved as there is often similar work being performed. As a result, the same safety protocols and PPE often apply across the board. Where the Safety Office has had to do individual assessments are with specialized jobs in Maintenance, Operations, Grounds, Transportation, Food Service, and other centralized departments.

What is the standard time that an employee can expect the safety team to take to come to a site and analyze the list?

See response above. One to three days is the average response time.

3. Are all employees able to receive outdoor canopies when working outside?

Site supervisors are responsible for ensuring that employees working outside are not exposed to weather-related hazards. All food distribution sites have canopies.

We understand that food service has canopies. What about the campus security monitors? Who enforces that the employees outside can get a canopy?

All weather conditions may not require a canopy.

Can an administrator say that there is not money for a canopy for employees working outside?

If employees express a situation in which a canopy is needed, school administrators may explore providing a canopy or other potential solutions.

4. Will there be more than one changing table (without a rip or tear in it) for sanitary reasons?

If changing tables are damaged, the site administrator should be notified so repair or replacement can occur. The changing table should be sanitized between uses following already established procedures. Due to social distancing requirements, there will not be as many students assigned to a classroom in the hybrid model.

If caring for a student with special needs requires more than one employee, how does social distancing occur?

Staff will need to come into contact with the student to ensure their needs are addressed. It will be imperative that staff follow all procedures put in place to assist with decreasing the exposure of individuals. In addition to cloth face coverings, gloves and face shields could be used to provide added protection during personal care for students and other situations when it is not possible to maintain social distancing.

What other protections can be put into place?

Face shields may be worn when providing personal care for students (additional protection).

Will there be gowns and shields provided?

PPE will be provided to schools from the Purchasing Department for self-contained programs. These include gloves, face shields, and cloth or disposable face coverings. Additional supplies may be ordered through the restocking procedure that is forthcoming.

Will all employees receive the same PPE as teachers?

Yes, PPE is provided for all CCSD employees.

If a school cannot afford PPE due to budget cuts, will the District provide it?

Yes, at this time, the District is providing the PPE. Every attempt is being made to provide the basic PPE required. Specialized solutions not identified previously, such as plastic dividers, would be a site-funded purchase.

5. Cloth masks are going to be given at schools. Will there be disposable masks for the students who forget to bring the mask?

Disposable masks should be available to anyone – staff, students, or visitors (by appointment only) – who does not have a mask. Disposable masks have been provided from a central office purchase and distributed to the sites.

Will there be a communication to administrators that all masks will stay with the person it is distributed to?

Recommendations on the proper use, disposal (when disposable), or cleaning (when cloth) will be shared with employees as part of the health protocols. Reminders about handwashing, social distancing, and other health recommendations will be sent frequently via email, and supervisors will work with their direct reports to reinforce best health practices.

Will schools collect, wash, and redistribute cloth masks?

Once a cloth mask is distributed, it belongs to the individual. They are responsible for cleaning and maintenance of the mask. They will not be collected and redistributed.

ADA ACCOMMODATIONS

1. What are the CDC and Southern Nevada Health District guidelines to get an ADA Accommodation because of COVID-19 safety risks to an employee's health?

*Only employees who have qualifying medical conditions/disabilities will have their requests for accommodations **considered**; that has not changed because of COVID-19. It is also vitally important for everyone to understand that a "request for accommodation" is **not a guarantee** that the accommodation will be provided. A determination has to be made as to whether or not the requested accommodation is reasonable and/or logistically feasible.*

*For example, an employee who requests "telecommuting" as a preferred accommodation, must understand that if **all** the essential functions of their job cannot be performed from home/a satellite location, **then** it is unlikely that particular accommodation (telecommuting) will be provided. Instead, alternative accommodations will be offered to the employee so that the employee can return to their worksite safely ... and those alternatives may be suggested by the ADA office, the supervising administrator, or the employee who has requested the accommodation.*

*It is also vitally important for everyone to understand that the ADA office does not/cannot "approve" accommodations in a "vacuum." That is, the ADA office does not have all relevant information (department traffic flow, staffing level need, etc.) needed to determine that an OSII (as an example) who may be charged with the responsibility of greeting and directing parents at a school, should be allowed to "telecommute." Therefore, there **must be** some dialogue between the ADA office and the supervising administrator to determine if the requested accommodation is reasonable and/or logistically feasible, given each individual's unique situation. In this situation, alternative accommodations may be offered or suggested ... and those alternatives may be suggested by the ADA office, the supervising administrator, or the employee who has requested the accommodation.*

*It is also important for all to understand that what may work at one department/location, may not work at another. This means that an OSII who works in **Department A** may be permitted to telecommute (in some fashion), because it is feasible for the employee to do so based upon that particular department's needs. However, an OSII in **Department B** may not be permitted to telecommute, because that department and/or division administrator may have different needs and responsibilities which requires the support of their OSII on a daily basis.*

Have you created a special application for employees to fill out who are high risk?

No.

Why has a streamlined ADA Questionnaire for COVID-19 not been developed? The standard packet is invasive and does *not* relate or apply to COVID-19.

*The packet is not meant to “relate” to or “apply” to “COVID-19.” The purpose is to gather information needed to determine whether or not an employee requesting an accommodation (1) has a **qualifying** medical condition under ADA, (2) what their functional limitations are related to that condition and (3) to give the office an idea of some of the types of accommodations that may be considered. No special considerations are made or given because of COVID-19.*

How many people work in the ADA office in total?

Four.

How many people who work in the ADA office can make a determination about an ADA Accommodation?

See response to question 1.

2. What is the process to get an ADA Accommodation because of COVID-19 safety risks to an employee’s health?

*Due to the anticipated volume of requests for accommodations (telecommuting) because of “COVID-19” related concerns, the ADA office will have to modify its normal process for facilitating employee accommodations. Under the “modified” process, employees will first notify their supervisor of their desired/requested accommodation. It is anticipated that supervisors will then compile a listing of all employees at their worksite who have requested accommodations and **then** contact the ADA office for guidance on how to facilitate reasonable accommodations where feasible. If accommodations appear to be reasonable and feasible, supervising administrators will notify their group of employees of the approved accommodation(s) and copy the ADA office for compliance.*

***Note:** It is possible that a particular requested accommodation **cannot** be provided because it is (a) unreasonable or (b) infeasible. If it is determined by the ADA office after discussions with the supervisor, that the reason the requested accommodation cannot be provided is appropriate, then **alternative** accommodation options will be suggested/offered to the employee for consideration.*

3. If an employee does not qualify for an ADA Accommodation, what other options do they have?

The employee has the option to utilize other leave options depending on the availability and eligibility: FML, leave per negotiated guidelines and District regulations, short-term necessity leave, or LOA. If none of these options are approved or available, the employee has the option to work.

What is the appeal process when ADA Accommodations are denied?

*Employees who have qualifying medical conditions and request **reasonable accommodations** due to those conditions will never be “denied.” However, some employees are under the impression that they are **entitled** to the exact accommodation they have requested, simply because they have asked for it. The ADA does not work that way and the employer (CCSD) has the right to choose from amongst other seemingly effective accommodations and the employer **can offer any of these alternative** accommodation options to these employees.*

Unfortunately, some employees are refusing to accept or even entertain other accommodations, because they are not the exact/preferred accommodation they have requested and/or believe they are entitled to. It is noted however that an employee's refusal to entertain or accept alternative accommodation options offered is not a denial of an accommodation by the CCSD.

With that said, if an employee believes they have been "denied" a reasonable accommodation, they may file a complaint with an outside agency such as the Nevada Equal Rights Commission or the Equal Employment Opportunity Commission. No other "appeal" process is available or will be offered as it relates to ADA accommodations.

Many employees working as Paras do *not* qualify for FMLA because their hours are not enough per day or months per year. What options are there for them?

Employees who do not qualify for FMLA would still be able to request a Necessity Leave of Absence.

SICK TIME

1. What happens now that the CARES Act expired on December 31, 2020? Do we have to use sick time for COVID-19?

An employee should use their sick time for COVID-19. The (click on link) [ESEA/CCSD Sick Leave Donation MOA](#) is a potential option. It is available through June 30, 2021.

SCHOOLS AND FACILITIES

1. Will custodians get more than 4 minutes in a classroom to sanitize and disinfect all the touch surfaces?

A time analysis is currently being conducted to ensure that the proper time will be given to disinfect all touch surfaces given 50% capacity of the classroom.

2. Will custodians get more than 12 minutes in a bathroom?

The calculation of restroom cleaning is 2.5 minutes per fixture. That will not change.

Can there be a notice every time the student and staff restrooms are cleaned; an example is that in Nye County they leave a red or green card when it is clean?

- *Facilities will post a card on the door to indicate when an area has been disinfected.*
- *A communication will be distributed to all custodians via District email. Following up with written communication by the Operations Manager as well as posted on the Google Custodial drive.*

How many times per day will they be cleaned?

- *Restrooms will be detailed cleaned once during the night per our current cleaning procedure.*
- *Restrooms will be disinfected twice per day during normal school hours.*

What is the difference between deep cleaning and disinfecting?

Deep cleaning is a seasonal procedure during the summer where floors are stripped and waxed, carpets

are cleaned, and walls are prepped for the coming school year. Disinfecting is a process to apply a chemical that kills bacteria and viruses according to the product label.

3. How often will common areas be cleaned throughout the day? Can there be a notice left after the areas are cleaned?

- *Common area touch surfaces will be cleaned twice per day.*
- *Facilities will provide a cleaning log to indicate when an area has been cleaned.*

4. Will gum elimination be enforced? This is a sanitary issue.

At this time, there will be no District-level restrictions on gum chewing.

5. How will sick children be quarantined? When a parent does not pick up a child, what is the procedure?

Students who are exhibiting symptoms will be quarantined in a sick room and a parent/guardian will have to pick up the student right away. Emergency Medical Services may be contacted for a student who is not promptly picked up by the parent/guardian if exhibiting COVID-19 symptoms.

Who will be disinfecting the room after the student who exhibits COVID-19 symptoms leaves?

The staff member working in the sick room will have the tools necessary to disinfect an area in between students. Nightly custodians, following previously established disinfecting practices and procedures, will perform their regular duties.

How will that be communicated?

*Training will be performed for all aspects of working in the sick room. An email will be sent to all custodial personnel. Additionally, all custodial procedural documents can be found on the Operations Custodial Drive in the Google Shared Drive:
<https://sites.google.com/nv.ccsd.net/operationscustodial>*

6. COVID-19 testing occurs in facilities right now; will this continue when school resumes?

If community testing is approved on school campuses, Emergency Management will coordinate with the Principal and SNHD so as not to interfere with students and staff.

7. When community groups use the facilities, who will be responsible and how will there be a guarantee that the facilities are sanitized?

At this time, our facilities are closed to outside groups. There is no current plan to open them up to outside groups.

We need clarification, is community testing an outside group?

Community testing is organized by SNHD and the cities or the county. They complete all facility use paperwork, submit a safety plan for the testing site after a physical inspection that includes the site administration. CCSD staff are not occupying the area of the facility being used for testing. A separate custodial crew is assigned to clean the testing area and the SNHD ensures all safety protocols are

followed. Symptomatic individuals are tested in the parking lot without leaving their vehicle.

How is cleaning done after the community testing is done?

For clarification, symptomatic individuals are not allowed in the facility. All individuals are required to wear face coverings. Following the testing event, the high touch surfaces are cleaned with a disinfectant germicidal product.

Are custodians given a choice to clean after a group has been in the building or is it assigned?

Custodial support for these testing events is being handled by central staff on a voluntary basis.

Is there a way for the testing to be done outside the school facility to limit exposure to staff when the testing is done?

Future testing will continue to be conducted in an isolated section of the building so as to not interfere with staff working on campus, or the testing site will be moved to another location or limited to outside areas if isolation cannot be achieved. The testing sites are set up to limit access to the building so that no staff come in contact with the public.

8. Can maintenance enter the building through one entrance so that custodians know where to clean?

Maintenance staff has been directed to sign in at the front office when they arrive at a school facility.

9. Who or what in the District is monitoring for COVID-19 compliance?

The Safety Office of Risk Management is monitoring for compliance to COVID-19 protocols. They work closely with the SNHD and the Nevada OSHA office to ensure procedures are adequate and address current health concerns in the community.

HOW are they monitoring?

Regular site visits, safety concerns submitted, and tracking of any COVID-19 illness statistics. The Safety Office is part of the Risk Management Department that tracks and monitors all COVID-19 illness reports to determine if retraining or a site assessment is required at a location due to an uptick in reported exposures or positive cases. Safety staff receive calls from other CCSD staff in the field if they note issues with compliance of safety protocols. They immediately investigate those reports. In addition, as the SNHD performs their routine inspections of the schools, they are also checking for COVID-19 compliance and reporting their findings to the Safety Office.

In the above paragraph, last sentence, it states that the Southern Nevada Health District is checking sites for COVID-19 protocols. How are they checking all the sites? (i.e. What are they doing during their regular site visits, is there a checklist? Are the site visits random or only if a complaint is filed?) Are they only monitoring schools? Are they checking central office sites?

The SNHD is required to visit schools once every six months to conduct a health and safety inspection. They do not give prior notice of their visit. They have a standard checklist that is completed. If they receive a complaint, a special investigation is initiated outside of their six-month visit. SNHD as the public health authority has been conducting inspections of public buildings to ensure COVID protocol compliance. The

schools are the only sites they inspect every six months. Sites not only have SNHD that can conduct inspections but also OSHA, if employees are believed to be unsafe. Those inspections are usually performed based on a complaint. OSHA focuses on employee safety while SNHD focuses on public health and safety, especially the students. NRS and sample checklists are available, if necessary.

HOW MANY staff or employees in the District are monitoring this?

There are seven staff members in the Safety Office, in addition to the 160 School Nurses who report to the school sites and assist in monitoring for compliance with COVID-19 standards.

10. If there is a violation of COVID-19 protocol and an administrator is not enforcing the protocols, who does a staff person contact? Do they contact OSHA or use EthicsPoint?

Before reporting to OSHA or EthicsPoint, the employee should file a [CCF-305, Employee Safety, Health, or Environmental Concern Form](#) (click on link) and allow the Safety Office to investigate. This will allow for a prompt response.

What is the turnaround time for a CCF-305 to be investigated?

One to three days unless the issue can be addressed immediately over the phone with a follow-up visit to confirm understanding and compliance in one to three days. Safety will address the issues immediately. They take precedence over any scheduled risk assessments as staff become familiar with these new policies.

11. What are the safety guidelines or protocols related to COVID-19 for students wandering the hallways, bathrooms, and school grounds?

Students should not be allowed to wander around unsupervised. They will follow their cohort and all guidelines established for hybrid instruction.

COMMUNICATION

1. How will the COVID-19 information be communicated to all staff across the District? How will the District ensure that every staff member has received the COVID-19 information?

The District updates the numbers of COVID-19 cases related to CCSD each weekday at [CCSD.net](#). Following appropriate protocols based on the SNHD and CCSD health officials, notifications of COVID-19 positive cases are reported, adhering to privacy and other federal and state regulations (HIPPA, FERPA). Letters, when appropriate, are sent via email to inform families and staff. Individuals considered in close contact are tracked and contacted by the SNHD in conjunction with CCSD contact tracing staff.

Health protocols and reminders about handwashing, social distancing, and other health recommendations will be sent frequently via email and supervisors will work with their direct reports to reinforce best health practices. Additionally, the COVID-19 protocols are documented in the plan to transition to the hybrid instructional model. A dashboard has been created to share COVID-19 results across the District.

Are the numbers on the COVID-19 dashboard just employees and students?

Yes.

Are these numbers from SNHD or CCSD?

The COVID-19 dashboard consists of the self-reported COVID illnesses based on the reports submitted to <https://riskmanagement.ccsd.net/covidentry> or parents notifying the school of a case involving a student which is documented by the School Nurse. Only COVID positive cases in which the lab reports are provided by the individual to the contact tracing nurse, the supervisor, or SNHD has confirmed the lab results are counted.

Do the numbers include families, spouses, and partners?

No.

Where are the COVID-19 deaths? ESEA had a member pass away due to this virus. Is CCSD tracking the deaths?

CCSD tracks deaths when the information is reported. This information is not being publicly reported as there is not a reliable source to provide or validate this information.

2. How does the District plan to ensure *all* employees feel safe returning to the buildings during the COVID-19 pandemic? How will they ensure that if an employee answers a survey truthfully that they will not be retaliated against?

The CCSD will communicate frequently and with transparency, following the appropriate guidelines established by the Centers for Disease Control and the SNHD. CCSD will follow all the established health recommendations and guidelines. Safety and cleaning protocols are in place, and training will continue to be provided to reaffirm the recommended health practices, including social distancing, use of mask/face coverings, etc.

The answers to surveys are either non-identifiable or the identifiable information is only accessed by a few individuals who tally the results and keep the information confidential. All reports are given in aggregate. All CCSD employees are protected under the related laws and regulations.

Surveys seem identifiable when they go through CCSD Gmail and do not have any kind of code. Isn't there another way to do them?

Having a generic link to the survey actually makes it more anonymous than having a code. When unique links with codes are sent to people it is more likely that someone is able to track a unique link to a unique email account and tie the surveys back. Depending on the platform used for the survey, we can make it anonymous. When using the survey application platform (the one we use for the Districtwide survey and the transition surveys) by having a generic link, we ensure that there is no unique link or code to tie to an email. There is not a way for the District Research Department to tie a survey to a person. Likewise, you could accomplish the same thing using a Google form so long as you remove the requirement that the person be logged in using a CCSD email address.

However, there is a tradeoff in these more generic ways of doing a survey in that what you gain in anonymity, you lose in ability to ensure that only CCSD employees take the survey and not random community members. You also lose the ability to ensure that a majority of employees take the survey (and that one employee isn't taking the survey 30 times).

A potential compromise to get around this would be to collect emails, or require some means of identification, and then limit the viewing of the raw data to only one or two people. Any subsequent sharing of the data would have the identifiable information scrubbed. While a good compromise as far as data integrity, this is something that is difficult to explain to the stakeholders taking the survey.

3. Will you use Education Support Professionals to create the survey questions?

The feedback and input of all our employee groups in the transition plans is extremely important. Feedback and input will be incorporated in different forms, which may include surveys. Depending on the survey type and purpose, the appropriate leadership would request feedback or assistance from the various stakeholders involved.

What if the survey is biased or inadequate?

Refer to response to question 2.

4. Will there be childcare provided for employees?

Not at this time. Please see [Daycare and Subsidy Information](#) for community-based assistance.

What assistance will be offered by CCSD to employees who return to work, yet their student is at home online?

The option of allowing CCSD to bring their school-aged children with them to work is being evaluated. At this time, there is no assistance being offered for this situation.

5. What notice will you give employees to return to work?

Any transition plan to hybrid learning will require the support of the CCSD team in-person at their school/building locations. Employees will be notified through a variety of channels, including email, supervisory meetings (virtual or in person), etc. CCSD understands that some employees need to make personal arrangements to return to work in-person and will provide notice in advance. As employees return to work locations, all health and safety protocols will be clearly communicated and observed.

What would be the minimum notice to employees? We believe 2 weeks would be appropriate.

CCSD does not have an established minimum notice period as there could be varying circumstances that may require some groups to return to work sooner than others. CCSD would endeavor to give employees as much notice as practicable as we are aware employees need time to prepare.

5. Is there going to be training on the Hybrid Instructional Model that will be provided during work hours?

The process for ensuring the information in the Hybrid Instructional Model Implementation Guide is shared with all staff is to be determined.

ROLES AND RESPONSIBILITIES

1. Distance learning caused confusion for ESPs and their roles. What will be the roles for ESPs as we head into hybrid learning?

- Paraprofessionals assigned to schools - SPTAs, IAs, Autism Aides, Music Aides, etc.:
 - i. Para 1
 - ii. Para 2
 - iii. Para 3
 - iv. SEIS support
 - v. District roles and responsibilities still align to job description in both distance and in-person settings. Specific school site responsibilities come from individual administrators. General guidance to administrators will be in the Hybrid Instructional Model Implementation Guide.
- Other Paraprofessionals - Hall Monitors, FASAs, testers and others not working in classrooms: FASAs and designated Health Office Back-ups will need to be assigned for coverage/assisting students in the “sickroom.” This requires N95 mask fit testing (facilitated through Risk Management) and full PPE (gown, gloves, and face shield) to be worn. Other FASA job responsibilities remain the same during the hybrid learning model.

Who are “Health Office Back-ups”?

Health Office Back-ups are staff designated by the site administrator. Training is facilitated by the School Nurse.

What type of training is being provided?

Health Office Back-up Training: In accordance with CCSD Regulation 5150, Health and Welfare: Students, employees who are willing to assist as a Health Office Back-up will be designated by the site administrator, and training by a School Nurse in accordance with the Nevada State Board of Nursing requirements for delegation of care. Health Services will offer virtual training specific to COVID-19 signs and symptoms and the appropriate level of first aid care to provide students for all FASAs and Health Office Back-up personnel. During COVID-19, additional virtual and in-person training on higher levels of personal protective equipment (PPE) use, including N95 respirator masks, will be provided on ELMS followed by School Nurse skills training to ensure competency with putting on and taking off PPE when assigned to care for students who are symptomatic of the illness.

Since the School Nurse will be training the back-ups in the front office, have they (the back-ups) been made aware?

At this time, all principals have identified back-ups and should have communicated with the staff member. Additionally, Risk Management has sent an informational packet to the employee regarding fit-testing that needs to be returned by the deadline.

Who else are you putting at risk? Can other staff that is not an ESP share the responsibility?

School Nurses provide training for anyone the site administrator designates as a Health Office “Back-up.”

- Clerical Staff in Schools: There are no anticipated changes for these roles.
- Central Service Departments, Payroll, Data Entry: There are no anticipated changes for these roles.
- Bus Drivers and Bus Aides: The roles and responsibilities of the bus drivers and aides will not require fundamental changes if/when pupil transportation services are restarted within the hybrid learning model. All safety practices, federal/state/local mandates, and other such requirements and procedures that ensure safe, professional, and timely transportation of students will continue to be

an essential part of their day-to-day role. Since drivers and aides have been performing scheduled tasks on buses and within the transportation facilities since August, full and diligent compliance with all COVID guidelines and protocols will continue to be an important agenda item for the daily staff calls/meetings. It will be the site administrator's responsibility to monitor and instruct the necessary communication if/when changes in roles or responsibilities are necessary. Employee meeting attendance will be tracked; any employee missing a meeting will receive an update from their immediate supervisor upon return to work.

- *Food Service: The roles and responsibilities of the Food Service Department will not dramatically change from the current operation when we return to a hybrid model. Under the hybrid model, the expectation is to continue with the distribution sites and also provide meals to those students attending classes in person. Administrators and supervisors will share the responsibility in ensuring the information is accurately disseminated to all employees.*
- *All Operations Departments - Technology, Plumbing and Electricians, Painters, Grounds, Custodial etc.: Facilities Services Unit ESPs roles will not change during hybrid. However, ESPs within Custodial Services will have some augmented tasks, including more frequent enhanced cleaning.*

What does this enhanced cleaning look like?

The "Enhanced Cleaning" procedure is found on page 47 of the hybrid instructional plan. [Bloodborne Pathogens Document](#) (click on link)

Are more custodians being hired?

No additional custodial staff are being hired, only as is typical to fill vacancies.

Who will make sure that information is accurately passed down to all employees? What checks and balances are going to be in place for this?

ESPs may request clarification in writing if they are unclear on any procedures.

2. What is the distance learning, hybrid, and returning to face-to-face school expectations for ESPs? (There is a difference between role and expectations.)

- *Paraprofessionals working in schools with students - SPTAs, IAs, Autism Aides, Music Aides, etc.: Direction from school administrators will be provided to our ESPs, however Student Services Division (SSD) will provide additional support in multiple forms. Trainings will be available to staff to do virtually and when approved in-person to assist with student engagement. Staff should communicate with their site administrator for the trainings available and also refer to the Weekly Wire for professional learning opportunities.*

What type of support will be provided by SSD?

Support professionals will have the ability to view the videos that Health Services created outlining:

- *All employees who are assigned duties that involve an N95 mask and/or other PPE items are required to follow CCSD mandatory ELMS video training for PPE use to avoid exposure to bloodborne pathogens.*
- *During COVID-19, additional virtual and in-person training on higher levels of personal protective equipment (PPE) use, including N95 respirator masks, will be provided through*

- ELMS followed by School Nurse skills training to ensure competency with putting on and taking off PPE when assigned to care for students who are symptomatic of the illness.*
- *Support professionals that are required to wear N95 respirator will need to follow through with fit testing to ensure that they understand how to properly wear the N95 respirator.*
 - *Assistive Technology Services offers Professional Learning (PL) on a variety of topics including:*
 - *Functional Communication*
 - *Written Expression Tools*
 - *Unique Learning System*
 - *Eye Gaze Communication Devices*
 - *Generating Communication Devices*
 - *Individualized 1:1 training on specific needs*
 - *Early Childhood offers a variety of PL every Friday. Registration is through ELMS, key word: early childhood.*
 - *Additionally, support professionals are welcome to attend any 3:30-4:30 p.m. session.*
 - *LINKS offers the following PL for support professionals:*
 - *STAR SPTA Training – This PL provides support professionals an overview of working with students with emotional/behavioral challenges including behavior management and reinforcement strategies, how to support students, and how to work as an influential team member with the teacher. (A recording of this PL is available for playback through ELMS when a live-streaming offering is not.)*
 - *Autism Didactic – This PL is open to teachers and support professionals. It is a 12-hour series delivered by Autism Partnership via Google meet over 4 evenings to explore components of an effective autism program, characteristics of students with autism, proactive and reactive instructional practices, and functions of behavior. Due to agreements with Autism Partnership, this PL is not available for playback.*
 - *Crisis Prevention Institute (CPI) is also open to support professionals.*
 - *Region Support Teams*
 - *Functional Behavior Assessment (FBA)/Behavior Intervention Plan (BIP) and Using Token Boards are both open to teachers and support professionals.*
 - *Support professionals may attend any of the 3:30-4:30 p.m. sessions. They are open to all educators.*
 - *Region or LINKS service requests can be submitted to request specialized, individualized training and support for support professionals.*
 - *Other Paraprofessionals - Hall Monitors, FASAs:*
Health Services ensure that all FASAs and backups are provided training and support in their current job position. The expectations will be reviewed with the ESPs and school administrators so that there is a clear understanding of everyone's roles and responsibilities.
 - *Clerical Staff in Schools and Central Service Departments - Payroll, Data Entry, etc.:* *The expectations for central service departments in all instructional models is to provide a high level of support and service to our staff who are conducting the core business of the District ... instruction. All administrators are responsible for ensuring all staff are informed.*
 - *Bus Drivers and Bus Aides and their Clerical Staff:* *Transportation staff are expected to adhere to their weekly work schedules and participate in virtual training and meetings as assigned. As the 2020-2021 school year decisions are made that impact transportation services and personnel, the pertinent information will be passed through to all administrators, managers, and supervisors to present and discuss with their support professional teams. The Bus Service Plan will be revised based on the specific school opening plans. Transportation personnel will be expected to review the plan with their immediate supervisor, address any concerns, and take the necessary actions to implement the plan.*

- Food Service: The expectation is to continue to provide meals to the students whether they are attending in person or continuing with the distance learning model. Administrators and supervisors will share the responsibility in ensuring the information is accurately disseminated to all employees.
- All Operations Departments - Technology, Plumbing and Electricians, Painters, Grounds, Custodial, etc.: Facilities Services Unit ESPs roles will not change during hybrid. However, ESPs within Custodial Services will have some augmented tasks including more frequent enhanced cleaning.

Who will make sure that information is accurately passed down to all employees? What checks and balances are going to be in place for this?

ESPs may request clarification in writing if they are unclear on any procedures.

Trainings – the para trainings were for teachers. There wasn't anyone that an employee could ask questions. Is there a way to provide support for employees assisting in the classroom or outside of their job description?

Currently, the Employee Onboarding and Development Department (EOD) does not provide paraprofessional specific training on the paraprofessional's role in distance learning. All professional learning on distance learning has been provided to employees via the CCSD Canvas LMS for continuity of information. Site-administrators have the ability to assign the professional learning in its entirety or portions of the professional learning to members of their staff. Paraprofessional responsibilities vary by site, thereby, creating a challenge in developing uniform professional learning to fit all their needs.

3. What Professional Development and Training is there specifically for ESPs? Is it all online or will there be someone ESPs can ask clarifying questions to after the video?

- Paraprofessionals working in schools with students - SPTAs, IAs, Autism Aides, Music Aides, etc.:
 - Early Childhood Department – Julie Kasper will lead the professional learning with the EC team.
 - 2020-2021 EC Professional Learning Catalog.pdf
 - 2020-21 LINKS Districtwide PL Calendar – Stacey Sly will lead the professional learning with the LINKS team.
 - Office of PD.PLO Weekly Wire for Power Hour Webinars 2020.pdf
 - Region 3 SEIS Professional Learning
 - CCSD Assigned Curriculum for District Educators
 - Aversive Intervention
 - Embracing Diversity
 - Sexual Harassment
 - Bullying and Cyberbullying
 - Policy/Regulation 4100: Protect Our Kids 2020-2021
 - Ensuring a Full Instructional Day for Students with Disabilities 2020-2021. When PL is live, participants may stay on to have questions answered.
- Other Paraprofessionals - Hall Monitors, FASAs:
FASAs - School Nurses facilitate training for FASAs related to health and safety of students. For example, COVID-19, personal protective equipment, and specific health procedures as needed per school site. The training is a mix of in-person and online. The FASA may ask the School Nurse for health/safety-related questions or the site administrator for other general questions.
- Clerical Staff in Schools: Received online training regarding COVID-19 protocols. In the event they

- *have questions regarding training and/or protocols, they should contact their immediate supervisor.*
- *Clerical Staff in Central Service Departments - Payroll, Data Entry, etc.:* *Received online training regarding COVID-19 protocols. In the event they have questions regarding training and/or protocols, they should contact their immediate supervisor.*
- *Bus Driver and Bus Aides and their Clerical Staff:* *Transportation staff will continue to be scheduled for weekly virtual training sessions broken down into groups of 50-60 employees. These sessions will provide updates to services, COVID compliance, safety practices, work schedules, and allow for individual questions and open discussion. All Transportation support professionals participate in daily virtual meetings/calls in which any questions or concerns can be addressed. It will be the site administrator's responsibility to monitor and instruct the necessary communication if/when changes in roles or responsibilities are necessary. Employee meeting attendance will be tracked; any employee missing a meeting will receive an update from their immediate supervisor upon return to work.*
- *Food Service:* *The Food Service Training Department has produced 29 additional training classes for site-based employees, six classes for drivers/warehouse workers, and five classes for staff that is based at the Tropical Parkway location - all of these training modules are in addition to the CCSD required annual videos. The site-based topics include COVID safety, heat acclimation safety, production records, customer service, technical training on all systems, HACCP food safety, etc. The training sessions are live meetings that are recorded for playback and also include handouts, videos, and webinars. If employees have additional questions or need additional assistance, please contact the Food Service HACCP & Training Department. Training hours are logged/tracked for each employee by the HACCP and Training Departments, noting completion of each training session.*
- *All Operations Departments - Technology, Plumbing and Electricians, Painters, Grounds, Custodial etc.:* *Facilities Services Unit ESPs received online training regarding COVID-19 protocols. In the event they have questions regarding training and/or protocols, they should contact their immediate supervisor. If they have additional questions, they should contact Josh Chesnik's office in Facilities Management for further assistance.*

Who will make sure that information is accurately passed down to all employees? What checks and balances are going to be in place for this?

ESPs may request clarification in writing if they are unclear on any procedures.

4. What specific professional development for paraprofessionals working with students who have not had any licensed professional development classes are available?

- *Para 1 The Role of the Support Professional In Distance Education*

What is this training about? *Safety and Wellness*

Health Services provided PL for staff through Canvas on COVID-19, including proper techniques and protocols for social distancing, face coverings, hand washing, and CCSD guidance. This PL will be conducted through multiple video presentations.

Where is this training? *This PL is available in Canvas.*

Can anyone access it? *Anyone with a Canvas account can access this PL.*

- *Para 2*

What is the training about? *Google Meet*

All paraprofessionals assigned to the Humanities Department and work directly with the Performing Arts teachers, attended PL on August 26, 2020. This PL focused on how to access and participate in Google Meet sessions, how to create and share videos, student security, and distance learning strategies that maximize student engagement.

Where is this training? *This training is held via a Google Meet.*

Can anyone access it? *This PL was specifically designed for the Performing Arts paraprofessionals, therefore, is not accessible to others. This PL is held for new paraprofessionals and for the entire group as the need arises.*

- [Para 3 Introduction to Digital Learning](#)
This self-paced Canvas module takes educators through the key terms and foundational knowledge for digital learning. The modules will be in alignment with the Motivational Framework of Culturally Inclusive Teaching to ensure the District has a common understanding on how to best facilitate culturally inclusive digital learning with their students. Anyone with a Canvas account can access this PL.
- [Para 4 Quality Teaching from a Distance](#)
This is a self-paced Canvas module. Distance learning practices for both teachers and students will be discussed. Suggested tips for guiding students in their learning and actionable strategies for remote instruction is embedded. Anyone with a Canvas account can access this PL.
- [Para 5 Student Engagement in Digital Learning](#)
This self-paced Canvas module presents best practices for hosting interactive live sessions with students. Educators will learn how to help students see that their online synchronous and asynchronous session experiences can be positive and engaging. This information will include using quality interactions to support ELLs and all students with language development. Anyone with a Canvas account can access this PL. A guiding document embedded in the Canvas module will be used to guide educators through a series of considerations for instructional organization and planning for students' use. The Student Services Division will provide vignettes and resources to assist special education teachers.
- [Para 6 Communicating with Canvas](#)
This self-paced Canvas module presents steps in deploying a new Google Classroom. Topics include navigation, pushing out assignments, communicating with parents/guardians, receiving work back, giving students feedback, making the most of the stream, grading, and creating groups. Anyone with a Canvas account can access this PL.
- [Para 7 Using a Digital Learning Platform: Google Classroom or Canvas](#)
This self-paced Canvas module presents simplified steps in creating a new Canvas Classroom using modules to share content and collect work with students and simplify grading with Speedgrader. Anyone with a Canvas account can access this PL.
- [Para 8 Social and Emotional Wellness](#)
Staff will participate in a professional learning Canvas module from Guidance and Counseling, Health Services, Wraparound Services, and Psychology Department addressing topics around mental health supports. Staff will have PL in social-emotional learning (SEL), welfare checks, Multi-Tiered Systems of Support (MTSS), and trauma situations. Anyone with a Canvas account can access this PL.
- [Para 9 Setting the Stage for Student Success](#)
This self-paced Canvas module covers digital safety/citizenship best practices, student orientation to the platform, parent/guardian supports, GoGuardian support, and a communication plan. Anyone with a Canvas account can access this PL.
- [Para 10 Differentiating Supports for Students](#)
This self-paced Canvas module focuses on differentiated instruction for all students, with a focus on students with individual needs, and ELLs (newcomers, short-term, and long-term). This module will cover:
 - *Legal obligations for ELLs.*
 - *Using Language Development Standards to purposefully plan for language development.*
 - *Virtual interactive resources that support content and language*

- development.
- Differentiated teaching strategies.
- IEP modifications and accommodations in an online blended learning environment.
- Para 11
Professional learning for Instructional Assistants funded by Title I and facilitated by the Employee Onboarding and Development Department (EOD) is scheduled to begin January 2021. Professional learning in January 2021 is scheduled to include: How to Support Small-Group Instruction Online (Synchronous); ParaPro Study Sessions (Synchronous); and Read By Grade Three (Synchronous)

5. What does Telecommuting or Working from Home mean exactly?

Telecommuting is the use of computers and telephones to enable an employee to work off-site and outside the traditional workplace. This could include working partially (one to three days per week from home), or working entirely at home while corresponding when necessary with the employer.

6. Who can Telecommute or Work from Home?

Employees are eligible to Telecommute or Work from Home if they meet the criteria listed in question 7 below. This information can also be found in the Human Resources section of the Hybrid Instructional Model Implementation Guide.

7. What are the criteria for employees to Telecommute or Work from Home?

The criteria for employees to Telecommute or Work from Home are as follows:

- *The employee's duties and responsibilities can be completed without face-to-face contact with other people at the work location.*
- *The employee is able to complete all of the essential functions of their job from home or a satellite location. Effective communication and a method for exchanging information and documents can be established and easily maintained primarily via email.*
- *The employee's duties and responsibilities do not require immediate access to equipment, materials, or hard copy files only available at the work location.*
- *The employee's duties and responsibilities can be fulfilled while meeting organizational security and confidentiality requirements. (Note: Employees are prohibited from removing confidential information from the work location.)*
- *Telecommuting is in alignment with school and/or department operational needs. (i.e., Administrators may determine that a minimum number of employees are necessary to adequately maintain the operations, service, and work productivity levels at the physical work location.)*

If a staff member has children at home, and the children need supervision, can they telecommute or should they use the CARES Act provision on childcare which states that they can take FMLA and be paid 2/3 their salary?

The CARES Act provision that was available for childcare expired on December 31, 2020. With the new federal administration, we will continue to monitor changes closely and will update the staff should similar employee benefits be reinstated.

If an employee meets all of the criteria for telecommuting, a supervisor could approve telecommuting for the employee. If they are unable to telecommute, the employee would need to find childcare, utilize

accrued leave per the negotiated agreement, utilize short-term unpaid necessity leave with supervisor approval, or apply for a Necessity Leave of Absence through the FMLA Office.

If the supervisor states that you must return because you cannot fulfill your essential duties from a satellite location, can the employee receive their essential duties with the denial?

Yes.

Is staggered scheduling still utilized?

It can be utilized if necessary in order to increase employee safety (e.g., improving the ability for teams to maximize social distancing, etc.).

8. Who determines the criteria for telecommute?

The criteria were determined by Human Resources and District Leadership. The employee's supervisor is responsible for determining if an employee meets the criteria listed in the [Hybrid Instructional Model Implementation Guide](#).