

## FAQ – DPSCD Return from Spring Break 2021

### General

1. **Why are we concerned about returning to work and school after spring break?**

Unfortunately, the state and city COVID infection rates have increased in the last several weeks. With the lifting of restrictions in Michigan, the potential for spring break travel, and the likelihood of gatherings around the Easter holiday, we are concerned that the infection rates may continue to increase through spring break. In conjunction with our COVID mitigation and safety standards, we believe it is best to prepare for a delayed return to face-to-face instruction and work. While we have still seen relatively little evidence of transmission at schools as a result of face-to-face instruction resuming in February/March, this delay will allow for required testing of employees as well as the launch of a COVID student testing process for students and staff who are face-to-face at school sites.

2. **Will schools be shut down again this spring if COVID rates continue to increase or stay elevated?**

Our chief priority, as always, is the safety and health of our students and staff. While infection rates may be higher than previous levels, there are many factors that mean it is unlikely that we will see any orders to close schools in the spring. The introduction of vaccinations (including all K-12 staff having access to the vaccine since January and all citizens 16 and older now eligible), the ongoing mitigation and safety measures in DPSCD locations, as well as our ability to identify isolated cases and direct staff and students to quarantine when necessary, all mean that we should expect that schools remain open, even if the infection rate in the community is more elevated than previous months. However, we will continue to consult with public health experts and monitor the data and make adjustments if necessary.

3. **I saw the CDC recommended that allows for three feet of social distancing instead of six in schools. Is the District changing its guidance for social distancing?**

No, while we may revisit the social distancing requirements in the fall, the district is maintaining its guidelines for six feet of social distancing in schools and other DPSCD locations.

### Students and Families

4. **Will students return to school after spring break on April 5<sup>th</sup>?**

Yes, students will return to learning on April 5<sup>th</sup>, however the week of April 5<sup>th</sup> through April 9<sup>th</sup> will be *online* learning only with no face-to-face instruction or access to the Learning Centers. This temporary shift to online will allow for the District to monitor infection rates following the break, allow employees to obtain a new negative COVID test result before returning to work face-to-face, and for the new school-based saliva testing program for students and staff to begin on April 12<sup>th</sup>.

5. **Are all students required to test before returning to school?**

No, however, the District is aiming to begin a random COVID saliva testing program the week of April 12<sup>th</sup> for students and staff who are face-to-face in schools. Tests will be performed on-site at schools and families and employees will be notified of test results. The random testing program will assist in determining whether there are undetected cases of COVID at DPSCD

schools and identify any potential spread of COVID cases. Families will receive more information about the random testing program in the coming weeks. Tests will not be administered to students without parental consent.

**6. Will the District's call center lines be open during break and the temporary remote work period?**

The District's Customer Care & IT Support (CCIS) lines will close for spring break March 29 through April 2. CCIS will reopen, April 5, but will have reduced staff to service customers. This may result in long hold times to our main telephone line. We apologize in advance for any inconvenience this may cause, and encourage you to take advantage of alternate methods of support during this period:

*Families*

We've developed a wealth of information to provide our external stakeholders with resources. Be sure to check out our [Online Learning Tools](#) page for information on how to access Clever, how to use Schoology, Teams and much more. Staff will also be available through the Online Learning Help Line at 1-833-466-3978. You may also visit [techsupport.detroitk12.org](https://techsupport.detroitk12.org) Monday through Friday from 7 a.m. until 6 p.m. to connect to a virtual technician. In the Your Issue Field, select Technical Support and in the Your Name field, enter your name and click submit. When a technician becomes available, you will be connected for assistance.

*Staff*

To avoid long hold times, staff should submit support requests via our self-service portal on the Hub by clicking the [Submit a Ticket](#) link on the banner. You may also visit [techsupport.detroitk12.org](https://techsupport.detroitk12.org) Monday through Friday from 7 a.m. until 6 p.m. to connect to a virtual technician. In the Your Issue Field, select Technical Support and in the Your Name field, enter your name and click submit. When a technician becomes available, you will be connected for assistance.

**7. Will the Technology and Family Resource Hubs be open the week after break?**

No; staff working at the Hubs will be self-isolating and securing tests at this time, to ensure a safe return for all. While Hubs are closed, staff will be available through the Online Learning Help Line at 1-833-466-3978. You may also visit [techsupport.detroitk12.org](https://techsupport.detroitk12.org) Monday through Friday from 7 a.m. until 6 p.m. to connect to a virtual technician. In the Your Issue Field, select Technical Support and in the Your Name field, enter your name and click submit. When a technician becomes available, you will be connected for assistance.

**8. I am an alumni or employer who wants to make a student records request during the virtual work period. What should I expect?**

Stakeholders who would like to request a copy of their student record should visit [www.detroitk12.org/studentrecords](https://www.detroitk12.org/studentrecords) and select the appropriate records request type in the Online Requests section. Active students, recent graduates through the class of 2019 and out-of-district transfer requests should be submitted directly to the school for service. Due to closure for the District holiday as well as the temporary shift to remote work the week of April 5, all requests submitted after March 26 via our online portal, will experience a ten-business day delay beyond our typical turnaround time for fulfillment. We apologize in advance for any inconvenience this may cause. Inquiries related to student records request may be forwarded to [student.records@detroitk12.org](mailto:student.records@detroitk12.org).

## Employees – Returning to work

9. **Will staff need to obtain a new negative COVID test result before returning to work?**

Yes, beginning April 5<sup>th</sup>, all staff who work face-to-face must obtain a COVID-19 viral test on or after April 5<sup>th</sup>. Staff must have a negative test on file before April 12<sup>th</sup> and should report to work face-to-face on April 12<sup>th</sup> once cleared. Tests administered before April 5<sup>th</sup> are not valid for this return-to-work period. The District will be adding additional testing capacity and test locations will be posted at <https://www.detroitk12.org/health>. Select staff who are essential to District operations or do not directly support students and cannot complete their job responsibilities online may be required to return to work sooner than April 12<sup>th</sup> and must begin testing early. Those staff will receive communication from their district's department leader.

10. **If I am a staff member and I have been fully vaccinated, do I still need to obtain a new negative test?**

Yes, while being fully vaccinated has been shown to protect most individuals from contracting COVID and has been shown to be highly effective at preventing against serious illness if contracted, there is a small chance vaccinated individuals can transmit the virus to others. As a result, all staff returning to work face-to-face are required to submit a negative test result taken after April 5<sup>th</sup>, 2021 to return by April 12<sup>th</sup>, 2021.

11. **As an employee, how do I submit my negative COVID test result?**

All negative viral test results must be submitted immediately through the Office of Human Resources via this link: <http://bit.ly/dpscd-covid>. Test results should be submitted as a clearly readable picture of the results with your name visible (e.g. using your smart phone) or a pdf file. You will be asked to confirm your test date in the survey. After your test is submitted, you will receive confirmation of your results on file 24-48 hours later. Please do not resubmit results multiple times as it only delays the processing of results. As a reminder, tests cannot be taken until April 5<sup>th</sup> unless indicated by your district's department leader because you have an earlier return to work.

12. **If I am required to work in person and am not cleared to return to work by April 12<sup>th</sup>, can I continue to work remotely?**

No. Employees who are required to report in person and do not have a negative test on file with HR will need to use available sick or vacation time until they are cleared to report to work. It is critical that you be tested as close to April 5<sup>th</sup> as possible and submit your results to HR as soon as you receive them through the link above.

13. **What are the remote work expectations for April 5 – 9?**

- a. Central Office staff (Fisher, Douglas, Farnsworth) will continue their regular job functions in a remote capacity. Exceptions for critical infrastructure and operations roles such as Technology, Payroll, etc. will be communicated individually.
- b. All school-based staff (Principals, Assistant Principals, Deans, Teachers, Academic Interventionists, ParaEducators, School Service Assistants, School Culture Facilitators, Counselors, Social Workers, College Transition Advisors, Trainable Aides, Clericals) will continue their regular job functions online. Principals will provide specific directions to

staff. The week's focus will be reaching out to families to complete the 4<sup>th</sup> Quarter Survey.

- c. The District and individual departments will provide additional directions and expectations for remote work and staff scheduled for the following employee groups:
  - i. Nutrition/Food Service Staff
  - ii. Transportation (Including Assistant Dispatchers, Van Drivers, Bus Attendants)
  - iii. Operations (Including warehouse and custodial staff)
  - iv. Police and Security Personnel
  - v. Select School Positions (Trainable Aides, ESE Aides, Early Childhood Noon Hour Aides)

**14. Who is required to work during Spring Break (March 29 – April 2)?**

12-month clerical (DAEOE) staff must either work remotely or take available leave days. Public Safety/Police staff who typically work during the break are required to work as well.

**15. Pay day is April 6<sup>th</sup>, will the Payroll Department be open April 5 - 12?**

Employee payroll will proceed as normal, and all staff will be paid on the 6<sup>th</sup> via direct deposit. The payroll window will not be open, but payroll staff will be available and responding to emails and phone calls. The direct number for payroll is (313) 873 – 4269.

## COVID Testing Information

**16. Where can I obtain a COVID test?**

All DPSCD employees, families and students (with parental consent) can access free COVID tests at our rotating testing clinics in partnership with Wayne State University and Henry Ford Health System. Locations and times are updated at <https://www.detroitk12.org/health>. You may also continue to receive free testing through the City of Detroit's testing center.

## COVID-19 Vaccine Information

**17. Are COVID vaccines required for students and staff?**

No; the COVID vaccine is not required, however, DPSCD encourages all staff and community members to take it if they feel comfortable. Reaching "herd immunity" with most of our citizens vaccinated is what will help keep infection rates low and help us return to a more normal way of life. All DPSCD staff members have been eligible since January to receive the vaccine for free through the City of Detroit vaccination program at the TCF center. Beginning April 5<sup>th</sup>, all Michigan residents age 16 and older will be eligible to make an appointment for the COVID vaccine. More information on COVID vaccinations through the City of Detroit can be found [here](#). Information about COVID vaccinations across the state can be found [here](#).

**18. As an employee, how do I submit evidence of my COVID vaccine?**

All staff who receive a complete COVID vaccine (two shots if two are required) should upload a copy of their vaccination record to the Office of Human Resources using this link: <http://bit.ly/dpscdrvaccine>.