Employee COVID-19 FAQ Updated 3/20/20

This FAQ Sheet will be updated regularly with current information.

We are in close contact with Pima County and Arizona State Health officials, Arizona Department of Education and Governor Ducey regarding this rapidly changing situation. As we receive updates that affect our school community, we will pass them along to you.

**School Closure 3/16/20 – 4/10/20 Per Arizona Government Mandate**

Tucson Unified follows the direction of the Arizona Government, Pima County Health Department (PCHD) and Arizona Department of Health. *At this time schools will not restart until 4/13.* We will inform you if the closure is extended.

Since the District is currently mandated to close, we suggest families develop an alternate child-care plan through April 10, 2020.

**Do I come to work while the District is closed and will I be paid?**

- All employees and leased personnel (including extended placement substitutes designated as teacher of record) will be paid their budgeted FTE hours.
- All employees will perform work as assigned, either on-site or remotely, or use leave time.
- If an employee lacks leave hours, then they can work with HR to pursue options.
- Temporary employees who do not have a regular work schedule, including substitutes, will not be paid but will be allowed to use leave.

**What is the alternative Food Distribution Plan?**

Tucson Unified has developed the “Grab and Go Mobilized Meals” Food distribution plan. Starting March 23, we will be distributing a pick-up breakfast and lunch to all children under 18. Go to [www.tusd1.org/GrabandGo](http://www.tusd1.org/GrabandGo) for pick-up locations.

- 12 bus routes with 8-13 stops per route
- Routes will run 10:00am-1:00pm Monday - Friday, with 10 minutes at each stop
- 2 meals provided at once- Lunch plus Breakfast (for the next day)
- Children must be present to receive meal per USDA/ADE requirements (additional meals cannot be provided for children not present)

**Will Tucson Unified be teaching through Online resources?**

The District is developing District-wide options to continue our student’s education. When the plan is completed we will share it with our families. Please view the COVID-19 page for Resource options to use until the District plan is finalized.

**Will Athletic events and other large gatherings continue?**

At this time all athletic practices, events, and gatherings have been cancelled through 4/10/20.

Updated: 4:20 p.m., 03/20/20
Tucson Unified Teams and students will not participate in any school-sponsored sports events while the District is in the Governor Mandated Closure, even though the AIA is currently allowing Spring athletics to continue.

Interscholastic Association (AIA) determined on March 16, 220 that Spring athletics are still scheduled. We will keep you informed as information is updated.

**When can parents pick-up student’s Medication that is at school?**

- Health assistants will be making contact with parents on Monday, 3/23, to inform families of pick up days/times. Designated pick-up times for parents at the schools are:
  - 3/24, Tuesday 8:00 am-12:00 pm
  - 3/25, Wednesday 12:00 pm - 4:00 pm

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**What is TUSD Disinfecting to limit the spread of COVID-19 and Influenza?**

Tucson Unified has purchased and distributed to all schools and facilities a COVID-19 approved Germicidal Disinfectant. It is being used daily by all custodians on high-touch areas. During this school closure period, all schools are undergoing a thorough cleaning by our Custodial staff. This cleaning will focus on high-traffic community areas such as bathrooms, offices, and classrooms in addition to high-touch areas. High touch areas are school front doors, door handles, front-office counters, water fountains, sink handles, paper towel dispensers, cafeteria tables, computers and keyboards. This same cleaning is taking place on all of our buses. At this time, the district schools are fully stocked with soap, paper towels, and cleaning supplies. Due to the demand of these products, we will notify the public and our families if and when the district starts to experience shortages.

**Do I come to work while the District is closed?**

- **All employees will perform work as assigned, either on-site or remotely, or use leave time.**
- If an employee lacks leave hours, then they can work with HR to pursue options.
- All employees and leased personnel (including extended placement substitutes designated as teacher of record) will be paid their budgeted FTE hours.
- Temporary employees who do not have a regular work schedule, including substitutes, will not be paid but will be allowed to use leave.

**Time Clock access?**

- If you are working remotely, please use this link from your personal computer or cell phone to access the Time Clock Manager without the need for VPN. [https://tusdtimemanager.tusd1.org](https://tusdtimemanager.tusd1.org)
- Employees who are working from home or who are assigned to home do not need to clock in. Employees who are working on site need to use the timeclock to record their hours.
- If an hourly employee is working a combination of on site and remote hours, they need to make sure all work hours are recorded.
- The payroll deadline for time clock edits and approvals will not be extended. Please make sure that all edits and approvals are done by Thursday March 19th at noon.

**How do we have Meeting? Use ZOOM**

- **Create Zoom Meetings Directly in Outlook**
  You can also use Zoom in combination with Outlook to make things simpler thanks to a Zoom plugin. Once you
have the plugin installed, it is available as a tool button in Outlook. Just click it to start setting up a meeting. We've got instructions below to help you get started.

Please note: At present not all users have the rights to install the Zoom Outlook plugin. If your computer doesn’t allow you to perform the installation because you don’t have sufficient rights, please call the TS Service Desk at 225-6333. They will be able to remote in and install the plugin for you.

- We have created the following instructions to guide you:
  - How Do I Install the Zoom Outlook Plugin?
  - How Do I Schedule a Zoom Meeting in Outlook?

Zoom: [https://zoom.us/](https://zoom.us/)

**What is the alternative Food Distribution Plan?**

Tucson Unified is in the process of finalizing the Food distribution plan. Starting 3/23 we will be distributing breakfast and lunch to all children under 18. This will be a pick option only. More information will be distributed after the 3/18 Board meeting.

**Will Tucson Unified be teaching through Online resources?**

The District is developing options to continue our student’s education. When the plan is completed we will share it with our families.

**Will Athletic events and other large gatherings continue?**

At this time all athletic practices, events, and gatherings have been cancelled through 3/27/20.

Interscholastic Association (AIA) determined on March 16, 220 that Spring athletics are still scheduled. We will keep you informed as information is updated.

**Will Prom, Graduation and other School events occur?**

At this time, we need to wait to determine if the School Closure mandates are being extended.

**Are ACT/ SAT testing currently suspended?**

Yes, all testing dates are currently postponed through 3/29.

**Is AP Testing postponed for May?**

We understand that additional information will be available on March 20. We are in contact with College Board and as a district we are looking at alternative plans for testing implementation. When information becomes available we will let them know.

**What if my child is a part of the Exceptional Education program?**

If your child receives special education services, their IEP case carrier will contact you shortly after school resumes to discuss the individual needs of your child. Please watch the TUSD website’s Exceptional Education webpage for updates.

**Are Family Resources Centers Open?**

At this time the Family Resource Centers are closed and all classes are postponed

Student- Staff District-Sponsored Travel

Updated: 4:20 p.m., 03/20/20
At this time, Tucson Unified has **suspended all District-sponsored International and Domestic travel through April 12, 2020.** At this date, we will reassess our travel situation. We will continue to closely monitor developments with COVID-19/Coronavirus and adhere to travel advisory warnings issued by the United States Department of State and the US Center for Disease Control. We will issue updates as the situation warrants.

We are aware students, families and school personnel have invested time and money to provide the best travel opportunities for students. Please speak to your trip’s advisor about your options for cancellation and potential refunds, which may or not be available.

Also, please know the District is working with the schools and travel vendors to attempt to address and recover lost expenses.

**HEALTH TIPS**

Please check the CDC for health and guideline updates on the CDC website [https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html). The Pima County Health Department has also set up a special website on COVID-19, which is available through [this link](https://www.cdc.gov/coronavirus/2019-ncov/index.html).

**What preventative measures can I take to avoid getting sick?**

- **Wash your hands often with soap and water for 20 seconds** (the time needed to sing happy birthday) or use a hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- **Keep children home when sick, and stay home when you are sick.**
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze, then immediately discard any tissues.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid unnecessary physical contact, like holding hands.

**What should employees do if they do not feel well?**

**Please stay home and seek medical attention as needed, until all symptoms have gone away.** While a potential COVID-19 outbreak is concerning, there are other respiratory viruses like the flu and colds that are circulating in our schools. Not everyone will get Coronavirus (COVID-19). School and health officials are being especially careful to make sure as few people as possible get sick. Therefore, if someone exhibits these symptoms, please do not assume they have COVID-19.

**Other Information and Resources:**

**Merchants Garden Fruit and Vegetable offer to TUSD Employees**


This local fruit and vegetable store is working to help support local food needs. Starting at 3/18, the Merchant's Garden is hosting a drive-thru farmer's market. You can fill a bag with as much produce as you can for $8.00 (a 25% discount). It is available for military, health professionals, TUSD, UA and Pima students and teachers, and people on food stamps.

**Resource- Anxiety**

Below are several articles with suggestions for coping with anxiety during the period of the Coronavirus.


Updated: 4:20 p.m., 03/20/20
Jorgensen Brooks Group, our EAP provider, is available for telephonic, virtual and internet chat during the closure.
www.jorgensenbrooks.com

Our Benefits Consulting Firm shared this information
Visit our page to view a video which provides an overview of the virus, who is most at risk and what to do to keep it from spreading. The digital postcard includes more information and links to the CDC and WHO websites.

Visit this page to access and share the video and/or digital postcard.

From Tucson Parks and Recreation Department

• Beginning Tuesday, March 17, all City recreation centers and aquatics facilities will be closed through the end of March. All aquatics, youth programs (SchoolzOut Camps, InBetweeners Club, and KIDCO), and senior programming will also be canceled during this time.
• All leisure classes scheduled to begin on Sunday, March 22, will be delayed by a week and will begin Sunday, March 29. There will be no classes held on Monday, March 30, due to the César Chávez holiday. We will be extending the leisure class sessions by one week in order to accommodate this change.
• We will continue to ensure that all Senior Meal Program participants will receive meals during this time and are working in partnership with Pima Council on Aging (PCOA) to provide meals at all eight locations. This is an enrollment program for seniors who have previously enrolled in the program.