

## FAQ's for Staff

\*Subject to change based on current CDC Guidelines and State Guidance



Are ALL staff teaching and working from their home until Sept. 8<sup>th</sup>?

All instructional staff have the option to work from home, if they can meet all expectations, and their job duties can be completed from home. Essential functions of the school and District must continue to include office personnel, custodial, maintenance and food services and Administration. Work may be required to be done on site.

Will ALL school staff be in classrooms beginning Sept. 8<sup>th</sup> assuming we can begin Hybrid?

We are expecting to phase in students over several weeks. Staff will be expected to be in classrooms, unless approved otherwise by Human Resources for health reasons.

Will some teachers be 100% Virtual for the foreseeable future? If so, how is it determined who these teachers are? Are they teaching virtually from home?

Yes, some teachers will be teaching 100% virtual based on health needs. Additional needs will be determined based on student enrollment.

When will we have prep time? If we aren't on campus on Wednesdays, when will we gather materials and make copies?

We foresee instructional staff off campus on Wednesdays, and all students learning remotely. This will provide an opportunity to plan, check in with students, attend TLC's, and provide small group instruction, virtually.

Will we have a hotline for students/caretakers to call during their days at home with the hybrid model? How will they get support?

BPS will provide assistance via a "Help Desk" for caretakers and students to call for tech support. Flyers in English and Spanish have been created to hand out with Chrome Books. The phone number is (505) 404-5730.

When can parents pick up devices?

All sites will be checking out devices on July 28<sup>th</sup>. Each site will continue to assess the needs in their communities and arrange for additional distribution dates, as necessary.

How can we do small groups and centers?

Google Meets is enabled, allowing teachers to meet virtually, with small groups of students for differentiated instruction, when appropriate. More information will follow as we move to in-person instruction

Can students do I-station during their days at home?

Yes, I -station should be done daily to be effective – it should be done at home.

Will kindergarten have an extension to complete the ECOT?

More Information will follow regarding this.

I-station BOY

The window is from September 1 – Sept. 30.

Will first grade have an extension to complete the dyslexia screener?

NM PED is working on a calendar for this requirement. More information will be forthcoming.

Will all teachers be expected to utilize Google Classroom?

Yes, the District is providing all instruction through the Google Suite, including Google Classroom.

Will all K – 8<sup>th</sup> grade teachers be expected to teach the content that was created this summer as part of the Google Classroom Project?

Yes, this will allow for equity and will ensure that students that may switch between 100% virtual and hybrid do not miss key instructional standards.

What do teachers, who are also parents, do with their own children when they are hybrid teaching?

BPS has created the opportunity to bring your own custodial children to the work place, with prior approval. Please see you supervisor or site administrator for additional information.

What is the process and guidance around bringing my own children to work?

BPS has created a list of expectations for those who are approved to bring their children to work along with an application that must be signed by the Employee, the Supervisor, and the Superintendent. This form will be available online in both English and Spanish. It should be completed and submitted to your supervisor.

Time line

1. Aug 5<sup>th</sup> – Virtual Professional Development by school site/dept. AM
2. Aug 5<sup>th</sup> – 2:00 Virtual Convocation (at home?)
3. Aug 6<sup>th</sup> – Virtual Professional Development by school site/dept.
4. Aug 7<sup>th</sup> - Virtual Professional Development by school site/dept.

### COVID-Specific

What do I do if I have been exposed to Covid, diagnosed with Covid, have symptoms of Covid, have failed the school entrance temperature check for Covid, or have traveled out of state recently?

All of these cases must be reported to Human Resources as soon as possible. Notify your supervisor and self-isolate as soon as you are aware. Human Resources will reach out to you and outline the requirements to return to work based on the most recent guidance from the CDC.

Do I need to take leave if I am on isolation/quarantine?

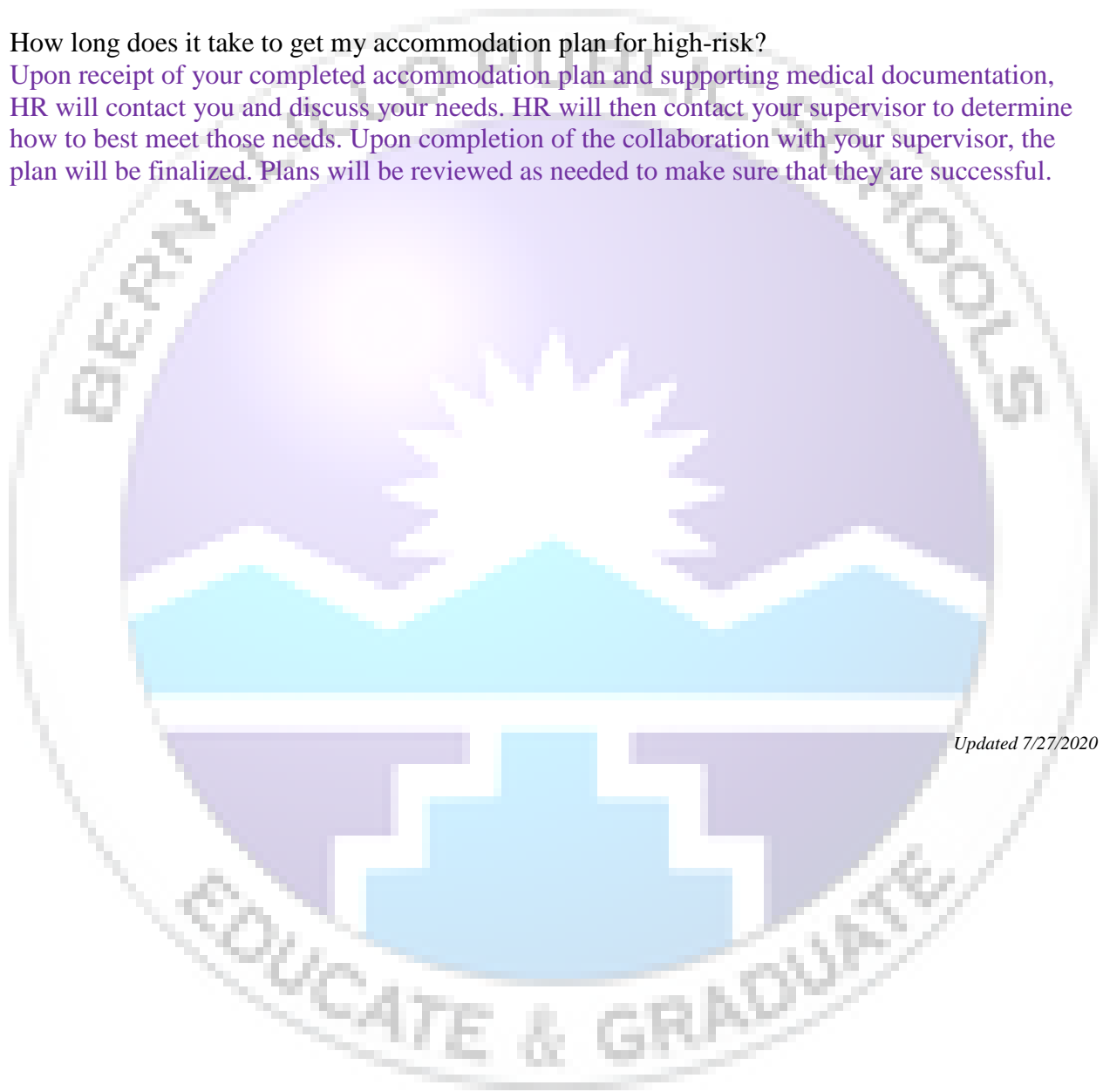
If you are able to continue working from home, you will not need to submit leave. If you are unable to work from home, you may apply for FFCRA leave until December 20, 2020. FFCRA leave has a variety of leave options to help you through your quarantine or your COVID time. Please contact HR or Payroll for this FFCRA application.

I have a serious health condition and need accommodations to be able to work around others.  
What do I do?

The District is committed to the safety of our staff and students. We follow the CDC guidelines for determining high-risk employees that need accommodations. To request accommodations for a serious health condition or any other need, please contact the Human Resources department for a packet.

How long does it take to get my accommodation plan for high-risk?

Upon receipt of your completed accommodation plan and supporting medical documentation, HR will contact you and discuss your needs. HR will then contact your supervisor to determine how to best meet those needs. Upon completion of the collaboration with your supervisor, the plan will be finalized. Plans will be reviewed as needed to make sure that they are successful.



*Updated 7/27/2020*