



Updated September 2, 2021

COVID-19 Rights and Responsibilities Fact Sheet

We appreciate your attention to this “Return to School Fact Sheet”. Our return to School efforts will succeed only if you know what you must expect of us, and what we must expect of you – **Rights** and **Responsibilities**. The purpose of this Fact Sheet is to provide you with a clear summary of our mutual expectations as we reopen our schools. On behalf of the Teaneck Board of Education and the Central Administrative Staff, we thank each one of you – certificated and non-certificated Staff – for being an integral member of our teaching and learning team.

Will I need to be tested for COVID-19 before returning to work? And if yes, who do I need to notify of my results?

Right:

The district reserves the right to have staff members tested, due to an exposure, the closing of a building, an extended leave of absence, not being vaccinated, or an intermittent break (e.g. spring recess). Unvaccinated staff will be required to have weekly testing for the 2021-2022 school year.

Responsibility:

Staff Members who are required, but who elect not to take a weekly COVID-19 PCR Nasal Swab Test, will not be permitted in any district building or facility and therefore will be charged an unexcused absence on that day(s).

Staff Members required to take a COVID-19 PCR Nasal Swab Test but do not submit their test results to Human Resource Management will not be permitted in any district building or facility and therefore will be charged an unexcused absence on that day(s).

If the School or District needs to move to a virtual learning environment due to COVID-19 restrictions (pursuant to future orders from the Governor or State or Local Health Departments), will I then continue educating my class virtually?

Right:

Yes. Our highest priority is to facilitate teaching and learning in a safe, secure and orderly environment.

Responsibility:





Be flexible and prepared for change as we navigate this unprecedented challenge.

In a virtual learning environment, what are the go-forward expectations with taking attendance and grading?

Right:

The Teaneck School District's policies for attendance will account for the different modalities that may be used including both synchronous and asynchronous instruction. It is also important to note that all school districts must meet the 180-day school year requirement.

Responsibility:

Whether synchronous or asynchronous instruction, the expectation is that instructional practitioners will assess students and provide grades based on the district's grading policies which will be communicated as we execute the district's restart and reentry plan.

Which safety precautions will the District provide for Staff?

Right:

The District will ensure every school has a supply of disposable face mask, in the event that a staff member needs one in an emergency:

- Hand sanitizer gel (75% Alcohol) dispensers will be placed throughout each building
- Safety Flyer: Social Distancing, Washing Hands, and other safety tips

Responsibility:

For its own safety and for the safety of others, Staff will diligently and consistently follow the safety protocols for their schools.

Which safety precautions will the District provide for students?

Right:

The District will ensure every school has a supply of disposable face mask, in the event that a student needs one in an emergency:

- Hand sanitizer gel (75% Alcohol) dispensers will be placed throughout each building
- Safety Flyer: Social Distancing, Washing Hands, and other safety tips

Responsibility (parent/guardian):

We are asking parents/guardians to ensure that their child brings hand sanitizer, tissues, and a face covering/mask that is comfortable for their child. We are also asking parents/guardians **NOT** to send their child to school if he or she is sick with any cold-like symptoms (e.g. constant runny nose, sneezing, coughing, and aching).



If a child has a temperature while in school, the school will be calling the parent/guardian or their designee to pick up their child.

Responsibility (Staff):

We expect you to report any concerns you may have regarding students under your care to your building Principal, Department Lead, or School Nurse. Please err on the side of safety at all times.

Will my students be required to wear a face mask all day? What happens if they refuse to do so?

Right:

Yes. Pursuant to the Governor's mandate, all students will be required to wear face coverings during the school day.

Responsibility:

In the event that a student does not comply with this requirement, the Staff Member should contact their school administrator to assess and facilitate the issue and contact parent/guardian as needed.

If the School or District becomes aware of a Staff Member or student in a school who has COVID-19, will I be notified?

Right:

You will be notified if you are a direct contact of the individual who tests positive for COVID-19. In the event that there is a case of COVID positivity at your school location a general community update will be sent out weekly when there is an occurrence. District officials will follow guidelines from the CDC/NJDOH and the Teaneck Health Department.

Responsibility:

The District reserves the right to take additional measures pertaining to notification in order to protect the health and safety of our Staff and students.

If I notice that a child is ill (in my classroom or any other part of the school day), what procedures should I follow?

Right:

If a child becomes ill or may be displaying symptoms of any illness, Staff will alert the School Nurse immediately to address and evaluate the child. In the event of the absence of the Nurse, the Staff should refer the child to the Building Principal to evaluate the matter.



Responsibility:

Staff Members who are aware of the possibility of a child's illness have a responsibility to the child and to all members of the school community to report.

How will the District handle visitors to schools?

Right:

The District Office and all School Buildings will follow the same procedures:

- All visitors must have prior appointment approval from the Building Principal/Head of Department being visited.
- All visitors must complete the wellness questionnaire prior to visiting any district office or building.
- All visitors must display government issued ID & process ID through visitor management system.
- All visitors will be required to wear a mask and observe social-distancing protocol.
- Virtual meetings will be recommended for meeting with school-based and district staff when possible.

Responsibility:

Our District Visitor Policy is only as strong as our enforcement of that Policy. Staff will be expected to report any observed violations of the District Visitor Policy.

If I have COVID-19, what type of leave am I entitled to use?

Right:

You may use your accrued sick/personal/vacation days and any applicable leaves under the Family & Medical Leave Act.

Responsibility:

All leave laws are enacted for your protection. Abuse of any such laws will be subject to discipline, ranging from verbal reprimand to termination of employment.

What should I do if I have been diagnosed with an underlying condition and my doctor recommends that I not work-in person or remote-at this time?

Right:

Contact Human Resource Management to discuss eligibility requirements for FMLA leave. Documentation may be required.

Responsibility:

All leave laws are enacted for your protection. Abuse of any such laws will be subject to discipline, ranging from verbal reprimand to termination of employment.



When am I able to telework?

Right:

Employees may telework based upon the approval of the Superintendent of Schools.

Responsibility:

The leave and employment laws relevant to COVID-19 are enacted for your protection. Abuse of any such laws will be subject to discipline, ranging from verbal reprimand to termination of employment.

What documents do I need to provide to my employer to qualify for unpaid/paid sick leave or medical leave?

Right:

When requesting paid sick leave or medical leave, you must provide the following information:

- Your name;
- The date(s) for which you request leave;
- The type of leave requested, and the reason for leave;

If you request leave to self-quarantine based on the advice of a health care provider or to care for an individual who is self-quarantining based on such medical advice, you should additionally provide:

- the name/contact information/website of the health care provider who gave advice and
- Supporting documentation from the healthcare provider.

Please also note that all existing certification requirements under the Family Medical Leave Act ("FMLA") remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA. For example, if you are taking leave because your medical condition for COVID-19 related reasons rises to the level of a serious health condition, you must continue to provide medical certifications under the FMLA.

Responsibility:

All leave laws are enacted for your protection. Abuse of any such laws will be subject to discipline, ranging from verbal reprimand to termination of employment.

Will I need to report any out-of-state travel to the District for COVID-19 tracking purposes?

Right:

Yes, although the District cannot regulate travel.

Responsibility:



Staff must notify their immediate supervisor after travelling and follow the guidance of NJDOH regarding post-travel quarantine and or testing. **VACCINATED** staff: do not need to quarantine for domestic travel longer than 24 hours, but should obtain a PCR test 3 days after returning. **UNVACCINATED** staff: need to quarantine and get tested 5 days after returning from travel; if the test is negative and no symptoms develop, the staff member may return to work 7 days after return from travel.

If the District requires a Staff Member who was exposed as a direct contact while working in the in-person learning environment to quarantine, will the Staff Member be required to exhaust any leave time?

Right:

No. If the District mandates this Staff Member to quarantine, the Staff Member will not have to exhaust any leave, and if applicable will work from home.

Responsibility:

All leave laws are enacted for your protection. Abuse of any such laws will be subject to discipline, ranging from verbal reprimand to termination of employment.