

Note: The answers and clarifications provided below were based on guidelines and policies in place prior to the Classified Professional Development Day on August 11, 2020. Please contact Human Resources to confirm specific guidelines or rules as needed.

FAQs - CSEA PD DAY – August 11, 2020

1. When will we get training for the new Google mail?
 - A. Some will receive training tomorrow (8/12/2020); others later in August and early Sept. We are maintaining Outlook until we fully transition. We are getting the teachers and aides set up with Google first so they can use Google Classroom at the beginning of school for students.
2. There was a lot of information. Will we get the presentation as a pdf?
 - A. Yes, we will have the info on our website.
3. If you are symptomatic and were told to stay home will we be getting paid for those days?
 - A. Yes, you will likely qualify for Extended Sick Leave (FFCRA) for up to 10 work days.
4. Are the hand sanitizers we are getting for each site the correct brands? Germ x or Purell? I saw on the news that there are many brands that are not effective and can cause damage to our hands.
 - A. Yes, we have to order from approved vendors. Hand sanitizer provided at school sites are approved. They contain at least 60% alcohol as recommended.
5. If we are working from home, will the district help with the utility bills?
 - A. All employees are expected to report to work. If you have a health condition that prohibits you from performing your duties, enter your absence in Frontline and please contact HR for next steps. The District will not assist with paying utility bills if you are granted to work from home.
6. How will we maintain the frequency of washing hands as School Bus drivers?
 - A. Hand washing will be done prior to and after exiting the bus and hand sanitizer will be provided while on the bus.
7. If in the daily self-screening we have respiratory symptoms that are allergy/sinus related, how do we address that in our answer?
 - A. If your symptoms are explained by other reasons like allergies, notified Human Resources.
8. I am a SPED aide and have twins in two separate classes. If a student or staff member has symptoms or tests positive, what happens then? Will we all (students and staff from all of the classes) have to quarantine?
 - A. We are working on identifying the area at each site where we will have individuals go. Check with the site administrator for location. Please be patient as we are still working through the process.

9. If someone tested positive in our school they would quarantine for 14 days. What about everyone they have been in contact with in school. Are they going to be tested and if so how do you determine who he has been in contact with.
 - A. We follow the guidelines established by the County Health Office. This includes collection of information and contact tracing.
10. Does Child Nutrition call HR or continue to go through the Child Nutrition call-in procedures?
 - A. Please follow the same process as always, Frontline absences should be processed with no sub required.
11. Is wearing a mask optional?
 - A. By State and County Health Orders, all adults are required to wear cloth face coverings at all times while in public spaces and around others.
12. What is the district doing to keep "High risk" people safe?
 - A. We are providing appropriate PPE and EPE. We are encouraging all to maintain physical distancing. Staff should also take personal responsibility to ensure these protocols are followed to maintain your safety. If you need assistance or accommodations, please contact HR.
13. What happens if you are ordered to quarantine more than once? Can you use those additional 10 days multiple times?
 - A. No. The additional sick leave provision is a one-time entitlement.
14. If you are wearing a face shield do you have to wear a mask?
 - A. No, you don't have to. But you could, if you wanted to.
15. Will temperature checks be required on buses for students?
 - A. Yes.
16. How do you schedule a meeting for a medical condition?
 - A. Please contact Karina Moreno-Coria for more information and to set up an appointment, kmoreno-coria@pittsburg.k12.ca.us
17. I performed hours on-site during our previous MOU and reported them regularly to my supervisor for the additional sick hours. Who do I check in with about this?
 - A. Please check with Richard Garcia at the Payroll Office, rgarcia@pittsburg.k12.ca.us
18. Will the District offer training for all employees for the frontline, ESS and other programs that come up?
 - A. Yes.
19. Do you have to have approval from HR regarding FFCRA leave before entering into Frontline?
 - A. Yes

20. Is the Keenan training available in other languages for fellow employees that are not very fluent in English?
- A. Employees can reach out to Christy Huston in HR if they need the training in another language, chuston@pittsburg.k12.ca.us
21. Will we be provided thermometers for our daily self-monitoring?
- A. No
22. Are aides supposed to be physically at work every day or can we work online with our teachers?
- A. Please see your supervisor for direction.
23. Are you taking your information from the CDC or the State or Federal government?
- A. We review information from all agencies (federal, state and local). We are required to follow directives provided by the Contra Costa County Health Department.
24. After repeated and respectful requests for others to wear mask AND maintain 6ft social distance, what are the options available to address safety concerns?
- A. Please report such cases to your supervisor or HR.
25. I have various people asking me why is it optional for teachers to report to work but for classified we are told we need to report?
- A. By the governor's order, the District has to implement Distance Learning for students, thereby making it optional for teachers to work remotely or on site. Most other employee classifications do not have the same job responsibilities.
26. I was under the impression that only staff are allowed on campus at this time. Can the public come on site?
- A. The District is open for business. However, we encourage members of the public to continue to interact with us virtually as much as possible. The public visiting district sites should only happen when absolutely necessary.
27. Will staff be allowed to stay late in the evening? I'm an evening custodian and staff tends to be in their classrooms when I would be disinfecting and vacuuming classrooms.
- A. Please see your supervisor for direction.
28. When do noon duty aides report to work?
- A. Information will be sent directly to Noon-Duty Aides later.
29. Normally when you are out sick for 2 days you need to doctor's note. What about the 3 days if you self-quarantine?
- A. A doctor's note may be required at any time per contract. Please communicate with HR if you have been directed by your doctor to quarantine. Note that you should not just stay home just because you choose to "self-quarantine". Always contact HR as needed.
30. If you forgot your password for ESS it sends a password hint-what if that doesn't help you remember your password?
- A. Contact Larry Oshodi