Return to Work Guidelines
25 Frequently Asked Questions
Welcome back PXU Staff.
Please read the questions below. Updated July 1, 2020

1. Is it safe to return to work?
We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy. We are requiring all employees to wear face masks at all times and maintain at least 6 feet social distancing when interacting in person with others.

2. Can I continue to work from home?
We expect all employees to report to work at their normal location and based on the rotation schedule established, unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your supervisor. Such “legitimate reason” will require medical documentation that establishes criteria necessary for reasonable accommodations under the Americans with Disabilities Act (ADA) or qualifies you for medical leave.

3. Will I have an option to “phase in” my return to avoid disruption of my work and having to set up my office again from home to on-site?
As stated, you are to return to work based on the schedule provided. If the schedule prevents you from maintaining your work in some way, please discuss your specific needs and/or concerns with your supervisor.

4. If I do not have childcare available, am I able to work from home?
Under the Families First Coronavirus Response Act (FFCRA) an employee who is unable to work or telework because his/her child has a need to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19 is entitled to up to 2 weeks of paid sick leave (under the Emergency Paid Sick Leave Act - EPSLA) at 2/3 the employee's regular rate of pay. Employees who have been with the District longer may qualify for longer leave under FMLA. If childcare is an issue for you, due to COVID-19, please notify your supervisor and the Talent Division to determine your options for leave.

5. If I have a spouse or other person in our household who has a medical condition would I be able to work from home?
At this time, employees must report to work based on the schedule provided. Unless you qualify for a telecommuting accommodation under ADA or unless you qualify for leave, based on the leave guidelines, you may not continue to telecommute. You should not only discuss your situation with your supervisor, but also contact the Talent Division to determine your accommodations or leave options. Please note: Both will require medical documentation.

6. If I have a person in my household who is in the critical category and I could infect them bringing home the virus can we work from home?
Same answer as previous question.

7. Do I have to return if I don't feel comfortable for fear of getting the viruses?
Although very understandable, having a fear or anxiety related to the coronavirus does not exempt an employee from meeting this requirement.

8. Do I have to answer medical questions when reporting to work?
All employees and visitors will be required to answer questions regarding COVID-19 symptoms before entering the building. Individuals who refuse to answer health screening questions will not be permitted entry into the building. Employees will be marked with an “unexcused absence” in these circumstances and may be subject to disciplinary action. Please see your employee handbook/policies regarding use of paid and unpaid leave for unexcused absences.

9. Will there be daily temperature checks?
As part of the daily health screen questions, employees will be asked to self-report whether or not they have or have had a temperature of 100.4 or above. Additionally, temperature checks may be performed prior entering PXU work sites.

10. What should I do if I feel sick?
Employees who feel ill should notify their supervisor per reporting guidelines and not report to work. If you are already at work and begin feeling sick, you should notify your supervisor and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave that may be available. Contact the Talent Division for more information on available leave time.

11. How will staggered work shifts/days impact me?
We are staggering work shifts and work days to reduce the number of people coming and going at any particular time. Instead of everyone working the same hours and days; and entering the parking garage, elevator, coffee areas, etc. at the same time, we will have some employees work different days and, in some cases, different hours. Please refer to the work schedule provided.

12. What if I can't get to work?
It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your supervisor.

13. Do I have to wear a mask at work?
At this time, all employees must wear a mask at work at all times and you must maintain a distance of at least 6 feet. We encourage you to bring your own mask but if you do not have one or forget your mask, one will be provided to you. If you have a medical condition that restricts you from wearing a mask, please speak with the Talent Division. Medical documentation will be required.

14. Will Personal Protective Equipment (PPE) be mandatory? Will it be enforced?
Example: I wear PPE, but my co-workers don't and expose me?
A face mask is mandatory along with maintaining at least 6 feet to appropriately socially distance from another person. An employee who refuses to wear a mask, may be subject to discipline. Gloves must be worn when using shared equipment or when an exchange of materials is taking place (i.e., laptop distribution, meal distribution, etc.).

For a digital copy of this FAQ, please visit PhoenixUnion.org/CoronavirusInfo
Return to Work Guidelines
25 Frequently Asked Questions
Welcome back PXU Staff.
Please read the questions below.

15 Will I have to wear PPE all day? My concern is it isn’t very comfortable; and some have concerns regarding wearing glasses because they fog up.
A face mask will be required along with at least a distance of 6 feet between yourself and others.

16 Will wipes, hand sanitizer, PPE be made available for our use daily and be available to others in the building?
Yes.

17 Are safety precautions being considered for TimeClock Plus stations/biometrics?
Yes. Biometrics will temporarily not be required to clock in or out of TCP.
You may continue to use your Employee ID number to clock in. However, we recommend that hourly employees use their District-issued TCP card. Employees are to clock in and out only for themselves. Any employee who is identified clocking in and out for someone else is subject to disciplinary action, including dismissal.

18 Will social/physical distancing be required and enforced?
We will ask staff to self-monitor the amount of distance between themselves and others. Signage will be posted, as well as the use of digital displays to remind employees to maintain appropriate distance and practice health and safety precautions.

To address physical distancing in some locations, there will be a rotation of staff (A/B Schedules) to ensure that there is adequate space between staff members. In addition, staff work schedules may be staggered to ensure appropriate physical distance.

19 Will we continue to have in-person meetings?
In order to promote social distancing in the workplace, meetings with attendance larger than 10 should have a virtual option. We are encouraging meetings to be held utilizing the TEAMS platform as we have done during the closure, in order for employees to participate from their personal workspace.

20 Will I be expected to work with others in close proximity or members of the community?
As in previous answers, the District will require social distancing and the use of PPE for all employees and visitors until CDC Guidelines change.

21 Will common areas still be utilized?
Waiting areas will be reconfigured to ensure appropriate social distancing;
Office Kitchen Areas: One person at a time will be allowed to use office kitchens/break rooms. Employees may not congregate in kitchens or break rooms. The person who last occupied the space is responsible for cleaning the area (microwave, sinks, handles on refrigerators).
Fitness Areas: Fitness areas will not be open during the months of June and July 2020. Use of fitness areas will be revisited in August 2020.
Conference Rooms: Employees will not be allowed to congregate in conference rooms to socialize or eat. In-person meetings larger than 10 attendees are discouraged and use of virtual meetings (TEAMS) is preferred.

22 Who will clean work spaces?
The sanitizing and cleaning of office spaces and common areas will primarily be the responsibility of employees during the work day. Each conference room and other common areas will have spray bottles with cleaning and disinfecting products that should be used by the staff members to clean the area. Paper towels will be provided for cleaning and sanitizing.

Conference rooms and offices used for meetings must be cleaned at the conclusion of the meeting using the supplies provided. Electronic equipment and remotes will be cleaned and sanitized at the end of the meeting by the meeting organizer.

Custodial staff will clean hand rails, elevator buttons, door knobs (internal and external doors), push bars, and restrooms frequently throughout the day.

23 How will positive cases of COVID-19 be handled in the workplace?
Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home and asked to teleswork for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours. A complete closure of the building may also result, depending on the risk.

24 If I get sick or test positive for COVID-19 after I return to work, who do I notify and what happens next? Do I have to use my personal leave to get well?
Any employee who gets sick or tests positive for COVID-19 after returning to work, should notify his/her direct supervisor. The District will keep confidential the identity of the employee, but will advise anyone who may have come in contact with the employee who may have been exposed according to the Protocols for Arizona School Districts Regarding Action Steps Upon Possible COVID-19 Exposure. Under FFCRA, an employee who is experiencing COVID-19 symptoms and seeking a medical diagnosis is entitled to up to 80 hours of paid sick leave at regular rate of pay. Employees in this category could also be eligible for FMLA.

25 If I am a 12-month employee, how do I request to take time off over the summer?
Employees should follow applicable District Policy and procedures when requesting time off.

For a digital copy of this FAQ, please visit PhoenixUnion.org/CoronavirusInfo