

## BOARD BRIEF

Date: August 27, 2021

BOARD INFORMATION:   X  

MEETING PREPARATION:       

**FROM:** Melanie Kay-Wyatt, Ed.D., Executive Director of Human Resources  
Marya Runkle, Director, Education and Business Applications, Technology Services

**THROUGH:** Elizabeth Hoover, Ph.D., Chief Technology Officer  
Stephen M. Wilkins, Ed.D., Chief of Staff  
Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Meagan L. Alderton, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Update on COVID-19 Vaccination and Testing Requirements for ACPS Staff

**ACPS 2025 STRATEGIC PLAN GOAL:**

N/A

**SY 2020-2021 FOCUS AREA:**

N/A

**FY 2022 BUDGET PRIORITY:**

N/A

**SUMMARY:** This brief is to inform the School Board of the sequence of events to assess, track and monitor the COVID-19 vaccination status and weekly testing requirement for ACPS staff.

**BACKGROUND:**

At the August 19, 2021 Board Meeting, the Board approved a resolution that requires all ACPS staff to submit vaccination documentation by August 27 or submit to required, weekly COVID testing beginning August 30.

1. Timeline. The administration will take the following steps to assess, track and monitor the COVID-19 vaccination status and weekly testing requirement for staff:

- August 20 -23: Vaccination poll of staff completed. This survey was a self-reporting poll of the workforce of 2789 total employees. The results of this self-reported survey are shown in the chart below.

(See next page for chart)

## BOARD BRIEF

Category	Number of Staff*	Comment
Fully Vaccinated	2341	2341/2789 x 100 = 84% (this is an increase from 62% in May 2021)
Not Vaccinated	34	
Prefer not to Disclose	146	
In Process	55	
No Response	214	
Total	2789	

\* As of 8/27/2021

This information will also be reported to VDOE. The VDOE is administering a one-time survey at the request of the VDH to collect the percent of school personnel who are fully vaccinated against COVID-19 at the start of the 2021-2022 school year. The VDOE is requesting that the School Personnel COVID-19 Vaccination Rates survey be completed no later than September 3, 2021.

- August 20-26: For those staff who are vaccinated, these staff were directed to upload a PDF copy of a vaccination card to their HR personnel file (TalentEd). This document will become a permanent record stored in the individual HR personnel file database. This record keeping action is similar to the records management of the employee TB test health record. As of August 27, 2021 approximately 1,792 staff had uploaded a PDF copy of the vaccination record.
- August 26 -30: HR surveys the job applicant pools for substitutes and casual workers to determine those applicants who are available for work for the SY21-22.
  - The substitute applicant pool includes positions such as substitute teachers or substitute instructional staff. There are approximately 700 names in this pool.
  - The casual applicant pool includes hourly or seasonal workers such as cafeteria assistants or sports coaches. There are approximately 1200 names in this pool.
- August 27:
  - HR sends a vaccination poll to School Board Members, substitute workers and casual workers.
  - HR sends a notice to all staff who require weekly COVID-19 testing to upload a copy of the testing appointment or a copy of the test results into the COVID-19 testing-tracker database (Qualtrics) beginning on Monday, August 30.
  - The **ACPS Insider** published the article “COVID Testing Begins August 30 for Staff

## BOARD BRIEF

Who Did Not Upload Vaccine Cards” which indicated that COVID-19 testing will be required as of Aug. 30 for ACPS employees who are unvaccinated, partially vaccinated, or who did not disclose their vaccination status or upload vaccine cards into TalentEd by Aug. 26, 2021. A staff webinar was also published. For details see: <https://www.acpsk12.org/staff/covid-testing-begins-august-30-for-staff-who-did-not-upload-vaccine-cards/>

- August 30:
  - HR begins to track weekly COVID-19 testing.
  - Principals and supervisors remind all employees who require weekly COVID-19 testing to either upload the completed test result or schedule a testing appointment by September 2, 2021 (September 3 is a holiday).
  - ACPS reminds City partners to affirm vaccination or weekly testing of their staff. For example, the City Recreation, Parks, Cultural Activities (RPCA) Program will be reminded to follow City policy for vaccination or weekly COVID-19 testing of its staff.
- August 30 - September 10: HR checks and verifies the individual PDF COVID-19 vaccination record on file. This is a quality control check that formally confirms the vaccination status of the employee through validation of the vaccination record. This check also serves to formally establish the list of staff who require weekly COVID-19 testing.
- September 7:
  - HR begins verification of the testing status for those employees who require weekly testing using temporary staff.
  - HR begins to counsel and document those employees who do not schedule a COVID-19 testing appointment or complete weekly COVID-19 testing.
- September TBD: ACPS determines third-party vendor support for COVID-19 weekly testing on site at school and office locations. Presently, ACPS is pending information from VDOE about the Virginia School Screening Testing for Assurance (ViSSTA) program, which will offer COVID-19 testing to K-12 schools across the Commonwealth for the 2021-2022 school year. This program is a partnership between the Virginia Department of Health (VDH) and Virginia Department of Education (VDOE). We expect to receive more information in the weeks ahead.

2. Compliance. The administration will use progressive discipline to ensure all employees follow this policy. Progressive discipline includes corrective actions such as verbal corrections, written warnings and other administrative actions. To help inform and educate the workforce about this requirement and compliance procedures, HR will proactively publish information about the process to verify and record weekly COVID-19 test scheduling and/or COVID-19 test results.

## BOARD BRIEF

**RECOMMENDATION:** The Superintendent recommends that the School Board review this brief related to COVID-19 vaccination and testing reporting for ACPS staff.

**IMPACT:**

This initiative supports COVID-19 health and safety protocols in the schools and workplace.

**ATTACHMENTS:**

1. Approved Motion regarding COVID-19 Vaccination and Testing for ACPS Staff

**REFERENCES:**

[210819 - Board Memo: COVID-19 Vaccination and Testing Requirements for ACPS Staff](#)

**CONTACT:**

Melanie Kay-Wyatt, [Melanie.Kay-Wyatt@acps.k12.va.us](mailto:Melanie.Kay-Wyatt@acps.k12.va.us)