

**INSIDE  
THIS  
ISSUE**

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Teacher Appreciation

Self-Care

COVID Info

In the Know



**HOPE YOU ENJOYED  
TEACHER APPRECIATION  
WEEK**

From Seminole UniServ Staff





# LAST WEEK WAS NATIONAL TEACHER APPRECIATION WEEK....

Here are a few highlights of Teachers being appreciated and students appreciating their teachers. COVID 19 can not stop the Love of Teachers or the work that needs to be done.



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# **SELF-CARE**

# **During COVID-19**

- **EAP is provided for you by your Health Care Insurance through SCPS.**
- **It is confidential and there to support you in tough times like this.**
- **One of the most important things to remember is taking care of yourself.**
- **If you have any questions, feel free to call our office and we can help you get the information that you need.**



Employee  
Assistance &  
Work/Life  
Support Program  
**24/7**



Employee  
Assistance &  
Work/Life  
Support Program  
**24/7**

## Make health and well-being a priority.

**EAP National Wellness Seminars:** Take part in monthly seminars year-round on topics that apply to real-life concerns. Watch live or on-demand from a computer, smartphone or tablet at: [www.Cigna.com/EAPWebCasts](http://www.Cigna.com/EAPWebCasts).

**Behavioral Awareness Series:** Cigna offers free monthly behavioral health awareness seminars on autism, eating disorders, substance use and children's behavioral health issues. For more information, visit: [www.cigna.com/personal/health-and-well-being/behavioral-awareness-series/](http://www.cigna.com/personal/health-and-well-being/behavioral-awareness-series/)

**Coach by Cigna™:** Finally, a health and fitness app that's all about you. Work on one or all five integrated areas of focus for a healthier you: exercise, food, sleep, stress and weight. The free app is available on both iOS and Android™ mobile devices.\*

Take advantage of your Healthy Rewards\* discount program\*\* for savings on many health and wellness products and services.

**Have questions? Don't see what you're looking for? Contact us to get the assistance you need.**

Call **1.877.622.4327**

Log in to [www.myCigna.com](http://www.myCigna.com)

Employer ID:

**scps**

For initial registration.

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\*\*Some Healthy Rewards programs are not available in all states, and programs may be discontinued at any time. **A discount program is NOT insurance, and you must pay the entire discounted charge.**

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For the employees  
of Seminole County Public  
Schools and their household  
members.



**WE CAN HELP  
YOU WITH THAT**

**Explore the programs and  
services available to you.**

**Employee Assistance & Work/Life  
Support Program**



818480 e 03/18 SR # 50309744-1

# TAKE A DEEP BREATH. WE'RE HERE TO HELP.

We all experience life changes and challenges from time to time. When you need some extra support, it's reassuring to know that the Cigna Employee Assistance & Work/Life Support Program is always just a call or click away.

These services are all confidential and available at no additional cost to you and your household members.

## Call us anytime, any day.

We're here to listen to your concerns, get you the information you need and guide you toward the right solution.

Our licensed professional employee assistance consultants are available for telephonic consultation for routine or urgent concerns.

We can also direct you to a variety of helpful resources in your community.

## Visit an Employee Assistance Program (EAP) network provider.

1-3 sessions per issue per year are available to you and your household members. Call us for referrals or go online, search the provider directory and obtain an authorization.

Video-based sessions are also available to fit your busy schedule. Call for information.

## Find helpful information online.

- › Access interactive tools and educational materials on work and life topics.
- › Explore our Managing Stress Toolkit, access mindfulness exercises and discover stress management techniques.
- › Use the search box to find specific content.

## A well-balanced offering to help you live a well-balanced life.

Give us a call or visit [www.myCigna.com](http://www.myCigna.com) to locate referrals and resources for services such as:

**Child Care:** We'll help you find a place, program or person that's right for your family.

**Children with Special Needs:** Let us help you better understand and care for your unique family needs.

**Education Guidance:** We'll help you make the best decisions for your family for college searches and more.

**Financial Services Referral:** Free 30-minute financial consultations by phone and 25% off tax preparation.

**Identity Theft:** Get a free 60-minute expert consultation by phone for prevention or if you are victimized.

**Legal Consulting:** Get a free 30-minute consultation with a network attorney and 25% off select fees.†

**Senior Care:** Learn about solutions related to caring for an aging loved one.

**Pet Care:** From vets to dog walkers, we'll help you ensure your pets are well taken care of.

**Senior Care:** Learn about solutions related to caring for an aging loved one.

## Take advantage of the convenience of consultation by phone:

- › Confidential
- › No cost to you or anyone living in your household
- › Work with a licensed EAP clinician
- › 20 to 30 minutes in length
- › Unlimited number of consultations each year

Legal consultations related to employment matters are not available under this program.

Employee  
Assistance &  
Work/Life  
Support Program  
**24/7**



Reach us anytime.

Call

**1.877.622.4327**

Visit

**[www.myCigna.com](http://www.myCigna.com)**

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# COVID-19

## Answers to Frequently Asked Questions

### BACKGROUND

#### What is COVID-19?

Coronaviruses are a family of viruses found in humans and animals. Some can infect humans and are known to cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.<sup>1</sup>

#### How is COVID-19 transmitted?

Most often, spread from person-to-person happens mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza spreads. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.<sup>2</sup>

#### What are the symptoms of COVID-19?

The main symptoms of COVID-19 resemble those of a bad cold or the flu, which can make detection difficult. They include: fever, cough, or shortness of breath. The Center for Disease Control and Prevention (CDC) believes that symptoms of COVID-19 may appear in as few as 2 days or as long as 14 after exposure at this time.<sup>2</sup>

### PREVENTION & TREATMENT

#### Can COVID-19 be prevented? What can I do to protect myself?

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid exposure. The Center for Disease Control and Prevention (CDC) recommends everyday preventive actions to help prevent the spread of respiratory viruses, including:<sup>2</sup>

- › Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer of at least 60% alcohol
- › Avoid touching your eyes, nose, and mouth
- › Avoid close contact with people who are sick
- › Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- › Clean and disinfect frequently touched objects and surfaces
- › If you need to travel, make sure to follow [these guidelines](#) to avoid illness while away

#### Can COVID-19 be treated?

There is no antiviral treatment recommended for COVID-19. People infected with COVID-19 should receive care to help relieve symptoms.<sup>2</sup>

## PREVENTION & TREATMENT (continued)

### Should I buy a face mask?

The CDC does not recommend that people who are well wear a facemask to protect themselves from COVID-19. Facemasks should only be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. To help with the limited stock, the use of facemasks by the healthy should be reserved for health care workers and people who are taking care of infected individuals. Visit the [CDC's website](#) for additional frequently asked questions and answers.

## POPULATION RISK ASSESSMENTS

### Who is at risk for infection?

People living or travelling in an area where the COVID-19 virus is circulating may be at greater risk of infection.

### For employers with locations impacted by COVID-19, what's recommended to protect staff on site?

Cigna advises employers to take the advice of their local health authorities and organizations including the [World Health Organization](#) and the [CDC](#). We also recommend ensuring that hand washing facilities and sanitizing hand gels are available. For additional tips, visit the [CDC's cleaning and disinfection web page](#).

### What is the current risk in the U.S.?

This is an evolving situation. Visit the [CDC](#) web site for more information.

## TRAVEL, SURFACES, AND SHIPPED PACKAGES

### Is it safe to travel?

Individuals in the U.S. should consult travel guidance provided by the [CDC](#).

### What should a traveler who has recently returned from an affected location do?

If you develop symptoms of illness, such as fever, cough or shortness of breath, within 14 days after travel, you should call your health care provider and mention your recent travel or close contact. If an employee feels sick, telehealth medical care options are available so employees can stay home and still get care. To access telehealth options, visit [my.cigna.com](#) and select the "Connect Now" button on the home page to talk with a doctor or nurse any time day or night. Testing for COVID-19 can only be done in a doctor's office or hospital.

### Can the virus be transmitted by touching infected surfaces or objects?

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not the primary way the virus spreads. In general, coronaviruses do not live well outside of the body and the vast majority of transmission is by droplet from direct contact with infected individuals.

There is a lower risk of spread from products or packaging that are shipped over a period of days or weeks at ambient, refrigerated, or frozen temperatures. Members can take extra precautions by wiping down the external mailing package with a disinfectant wipe before they open, and always wash their hands after.

### Do Cigna plans cover COVID-19 testing, office visit, or telehealth services?

Customers who visit an in-network doctor, whether at an office, urgent care clinic, or hospital setting or those accessing telehealth services for a COVID-19 test-related screening will be covered at no cost to the customer through May 31, 2020. Cigna also eliminated patient out-of-pocket costs for the diagnostic testing, when it's recommended by a physician. This expanded coverage includes customers in the United States who are enrolled in Cigna's employer-sponsored plans, unless the customer is on an Administrative Services Only (ASO) plan that has chosen to opt out.

For questions about benefits and coverage, customers should visit [my.cigna.com](https://my.cigna.com) or call the toll-free number on the back of their insurance card for one-on-one direct access to assistance any time day or night.

### How can I access telehealth services?

Through May 31, 2020, Cigna covers COVID-19 test-related screenings with telehealth services at no cost to the customer for screening of COVID-19 symptoms, unless on an ASO plan that has chosen to opt out. To access telehealth options online, visit [my.cigna.com](https://my.cigna.com) and select the "Connect Now" button on the home page to talk with a doctor or nurse any time day or night. Due to an increase in calls on COVID-19, our telehealth service partners are experiencing higher than normal wait times for their consultations over the phone and video.

Cigna is also making it easier for our participating in-network physicians with virtual care capabilities to help Cigna customers who are chronically ill or immunosuppressed to transition from in-person visits to virtual care through May 31, 2020 through the standard office visit benefit. By expanding this support, Cigna is taking enhanced measures to protect our most vulnerable patients by mitigating exposure risks and alleviating transportation barriers.

### Can I obtain an early refill of my medications?

We understand customers' concerns and desire to be prepared in response to the threat of COVID-19. Present conditions do not call for Cigna to enact early refills, but we are monitoring the situation closely and will update our information and policy if or when the situation changes. We are committed to taking appropriate actions to ensure customers have the medication they need.

Customers with chronic conditions can obtain 90-day supplies with free delivery directly to their home, and have access to our pharmacists 24/7 through our [Express Scripts Pharmacy](#). Customers concerned about COVID-19 can contact us and ask to speak with a patient consultation pharmacist.

### What can I do if I need to talk with someone about how I'm feeling?

Cigna is providing resources free of charge for all customers, clients, and communities to support resiliency during times of high stress and anxiety. The company opened a 24-hour toll-free help line (**1-866-912-1687**) to connect people directly with qualified clinicians who can provide support and guidance.

Additionally, the company will offer a webinar to the general public raising awareness about tools and techniques for stress management and building resiliency, along with the ability to join telephonic mindfulness sessions. More Information can be found at <https://www.cigna.com>.

1. World Health Organization, <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>, February 23, 2020.
2. Center for Disease Control and Prevention (CDC), <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, March 2, 2020.

**Together, all the way.®**



This information is for educational purposes only. It is not medical advice and should not be used as a tool for self-diagnosis. Always consult with your provider for appropriate examinations, treatment, testing and care recommendations. Your use of this information is at your sole risk.

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# Self-Care During COVID-19

FOR STUDENT SUPPORT PROFESSIONALS

Student support professionals are carrying a uniquely difficult burden right now. While contending with your own uncertainty, stress, and worry, you are also tasked with supporting and guiding others through this difficult moment. This resource is for you. The following strategies can help you maintain your strength and resilience in the coming weeks.



Recognize and  
Validate Grief



Stay in the Present



Separate Out What You  
Can and Cannot Control



Notice and Manage Your  
Worried Thoughts



Pay Attention to Joy



Find the Right Balance of  
Structure and Flexibility



Get Active



Invest in Social  
Connectedness



## Find the Right Balance of Structure and Flexibility

Everyone is experiencing significant disruption to former schedules. However, a framework for structure can help maintain and cultivate habits that promote health and reduce vulnerability to exhaustion and hopelessness. Take some time to create a schedule that feels feasible while also prioritizes your physical and mental health.

### What should I include in my routine?

- **Your first priority should be your basic, physical needs.** Schedule time for sleep, exercise, nutrition, and basic self-care.
- **Next, build in time each day for taking care of your emotional, intellectual, and spiritual needs.** Schedule even short periods of time for physical or mental breaks, social connection, meditation, or prayer.
- **Finally try to make time for activities that bring you joy and comfort.** If possible, prioritize at least one small enjoyable activity each day. During this planned activity, try to use mindfulness to stay present and focused on your experience, so that you are able to notice and relish it to the greatest extent possible. For or 3 parts of the day that went well, even if they were small moments.



### Resources

More resources on maintaining routine:

- [Stay Calm and Create a Daily Routine During the COVID-19 Crisis](#), Columbia News
- [Creating Impeccable Structure for Your Life](#), Zen Habits



“I do my best because I’m counting on you counting on me.”

- Maya Angelou



## Pay Attention to Joy

It can be hard to notice good experiences when we are in the midst of significant stress. It is also common to feel guilty about things that are going well, when we know that others may be suffering more severe hardship. However, by focusing on joyful experiences and practicing gratitude, you can significantly elevate your mood and strengthen your ability to be emotionally available for others.

### How can I practice paying attention to positive experiences?

- **Recognize the things in your life that are going well**, no matter how small they might be. Start by listing 3 things that you are grateful for in this moment.
- Give yourself permission to see the silver lining and focus on the good. If you are feeling guilty for something that is going well for you, or some way in which you feel more fortunate than others, **try to shift your guilt into gratitude.**
- Take time to savor the things that you do enjoy. **Using all five of your senses, take time to relish activities that soothe you or bring you joy**, even if they are as simple as breathing in fresh air, taking a warm shower, or lying still for two minutes.
- **Establish a regular gratitude practice.** For example, every night before bed, write 3 unique things that you are grateful for or 3 parts of the day that went well, even if they were small moments.

### Resources

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To practice a guided gratitude exercise:

- [Gratitude Meditation \(Strengthen Happiness\)](#)

More resources for paying attention to positive experiences:

- [Private Gratitude Journal](#)
- [The Gratitude Experiment](#)
- [The Science of Gratitude](#)



“It is during our darkest moments that we must focus to see the light.”

- Aristotle



## Stay in the Present

Across the world, we are experiencing uncertainty.

When faced with uncertainty, our brains are designed to protect us from danger by increasing our attention to risk and threat. However, this worry can spiral, as we seek certainty where it does not exist. When you find yourself overwhelmed by strong emotions, try to refocus your attention on what's going on in and around you in the current moment. Notice and attend to where you are and what you are feeling, without judgement.

### How can I stay in the moment when I'm having so many thoughts about the future?

- Emotions are like waves. They come on, peak, and slowly roll out. **Practice riding the waves of emotion and learning to tolerate them instead of fighting them** or letting them overwhelm (or drown) you.
- Notice and name your feelings, and remind yourself that **each feeling is temporary**, even if the circumstances remain unchanged. Focus on accepting your feelings and your strength to tolerate them.
- Do not try to plan for the next week or month or indefinite future; take on **one moment at a time**.
- When all else fails, simply **focus on your 5 senses to ground you** in the present. Listen carefully for very subtle sounds, look for all the colors in the rainbow, notice how your feet or fingertips feel, attend to a subtle taste in your mouth or scent you can find.

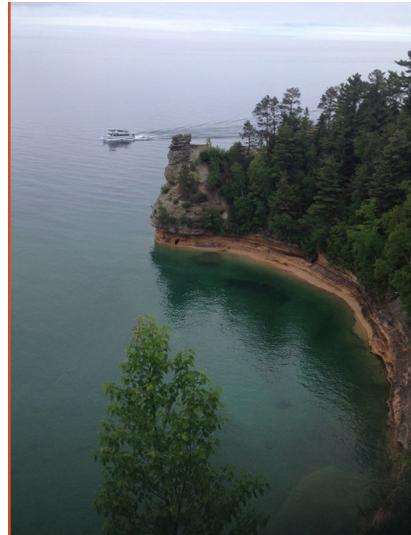
### Resources

To practice a guided 5-senses meditation:

- [Engaging Your Senses](#)

More resources for using mindfulness to stay present:

- [Getting started with mindfulness and mindful meditation](#)
- [Free online 8-week mindfulness course](#)
- [Hope in Uncertain Times](#), Oprah and Deepak Chopra's free 21 day meditation program
- [Power Up](#), a set of audio tracks to guide you through various mindfulness practices



“Mindfulness means paying attention in a particular way: on purpose, in the present moment, and non-judgmentally.”

- John Kabat-Zinn



## Notice and Manage Your Worried Thoughts

When faced with stress or uncertainty, our brains are designed to focus on warning signs of danger. This “fight or flight” response makes us feel uneasy and tense. You can calm this stress response by identifying specific worried thoughts and focusing on more helpful thoughts instead.

### Sometimes my thoughts are racing - how can I control them better?

#### Step 1: Identify your thoughts

Ask yourself: What would my worried thought say, if I wrote it out as a complete sentence? You can also try using one of these prompts: I won't be able to... My loved ones will... I fear that... I can't cope with...

#### Step 2: Examine the facts

Try to determine if your thought is fully true, partially true, or not really reasonable. Also, even if your thought is true, try to evaluate how helpful or productive it is.

Ask yourself: How do I know this is true? What is the evidence? Is there any evidence that this thought is not true? Even if this is true, is thinking about this helpful to me right now?

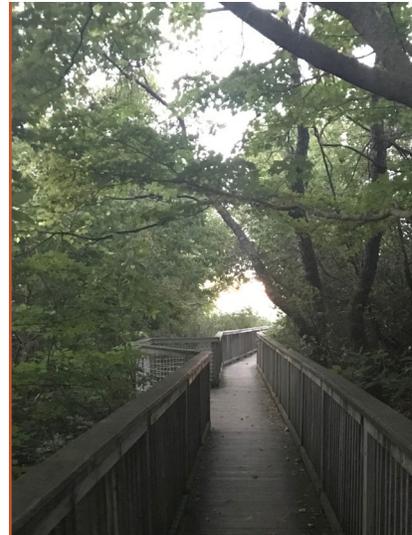
#### Step 3: Try to come up with a believable, but less worried thought

Ask yourself: What would I tell a friend who was having the same thought? If this worried thought came true, how would I cope?

### Resources

#### More resources for managing worried thoughts:

- [Living with Worry and Anxiety Amidst Global Uncertainty](#): a free guide from Psychology Tools available in more than 20 languages
- [COVID-19: 5 Tips to Face Your Anxiety](#): interactive modules to help manage anxiety
- [TRAILStoWellness.org](#): handouts, worksheets, activities and videos on challenging unhelpful thoughts



“I am the master of my fate and the captain of my destiny.”

- Nelson Mandela



## Separate Out What You Can and Cannot Control

The human mind seeks certainty and control, yet these may be impossible in the current environment. Practice acceptance of your circumstances as well as the emotions you experience. Making peace with what is out of your control can create mental energy for you to plan more productively for what is within your power.

### What kinds of things can I control during this uncertain time?

- Steps you take to stay healthy
- How you cope
- How you treat others
- What you eat and drink
- How much help/support you seek
- Time you spend worrying
- How you support your community
- Amount of news you consume

### Finding peace with what you can and cannot control

Worry often focuses our attention on the future: an unknown outcome, or danger or distress that we anticipate. One way to manage these worries is to focus on one worry at a time, and identify whether it is about something you can control or not. Once a worry is categorized, you can approach it more effectively:

1. Worries about things you can control can help motivate you to make a plan or take action.
2. Worries about things you cannot control are depleting. Use a coping skill to manage these worries instead.

Is this worry about <b>something I can control</b> ?	
Yes	No
<p>What resources are available to help me stay informed about risks, safety measures in place, and important updates?</p> <p>Who can I contact for logistical or practical help?</p> <p>Who can I contact for emotional support?</p> <p>What steps can I take right now, to help me prepare for this situation?</p>	<p>What am I feeling right now?</p> <p>On a 1-10 scale, how intense is my emotion?</p> <p>Which coping skills will I use to help me relieve or tolerate my distress?</p> <ul style="list-style-type: none"> <li>• <i>relaxation, deep breathing</i></li> <li>• <i>meditation, mindfulness</i></li> <li>• <i>physical activity, getting outside</i></li> <li>• <i>distress tolerance, riding waves of emotion</i></li> <li>• <i>music, hobbies, creative arts</i></li> <li>• <i>social support and connection</i></li> <li>• <i>distraction: books, movies, TV</i></li> </ul> <p>What can I do after this coping skill, to help me feel safe, supported, connected to others, or productive today?</p>



“We must accept finite disappointment, but never lose infinite hope.”

- Martin Luther King

<b>Example worried thoughts about COVID-19</b>	<b>More helpful coping thought</b>
<p>"I am going to get very sick or die."</p> <p>"Someone I care about is going to get sick and die."</p>	<p>"This virus is still very rare, much more rare than flu."</p> <p>"There are many important and effective steps people can take to protect themselves and stay healthy."</p> <p>"The vast majority of people who get this virus recover without becoming critically ill."</p>
<p>"I won't be able to cope with the emotional effects of this situation – the fear, sadness, or isolation will be overwhelming."</p>	<p>"I have experienced difficulty in the past. I am strong and can get through even very difficult situations."</p> <p>"I know many people who have experienced significant hardship and survived. I can reach out to them and learn more about what steps they took to get through it."</p> <p>"I can still communicate with my family and loved ones by phone, video calls, texts, emails, and even sending letters or packages."</p> <p>"I'm not alone – people all over the world are going through exactly what I'm going through right now."</p>
<p>"My family can't afford this situation – we are not going to be able to pay for anything."</p>	<p>"This situation is unprecedented. All branches of government are passing emergency assistance bills and putting other measures in place to help people get through this."</p> <p>"There are a lot of services working right now to help families pay bills, find food to eat, and keep their homes. I can learn more about these resources."</p> <p>"This won't last forever. It will be very hard to be financially unstable, but I am resourceful and have people I can turn to for help if I need it."</p>
<p>"I am failing at keeping up with all the demands right now: work, family, finances, household responsibilities, and more."</p>	<p>"I am doing the best I can right now. It's okay if I can't get to everything or if I make mistakes. This is not the time to be perfect."</p> <p>"Everyone is trying to juggle many responsibilities right now. I'm not alone in feeling this way. I can ask other people how they are managing and try some new strategies."</p> <p>"This is a totally new situation and it will take time to figure out how to make it work."</p>
<p>"If I leave my house, I will become sick. I am trapped."</p>	<p>"The best health information right now advises people that it is ok to leave their houses to get exercise, groceries, and other necessities."</p> <p>"I can leave my house to go for a walk, go for a drive, ride my bike, sit on my front steps, and just get fresh air. Getting out is good for my mental and physical health."</p> <p>"When I go out, I can take precautions and follow guidelines about how to be safe by staying over six feet apart from others, washing my hands regularly, not touching my face, and more."</p>



## Invest in Social Connectedness

To ensure public health, it is necessary that we follow guidelines regarding physical distance from others. However, while we follow [CDC recommendations on social distancing](#), we must also prioritize social connection. Social support is critical for getting through difficult experiences and can help instill hope in ourselves and others during times of difficulty.

### How can I invest in social connection when I'm not able to be around other people?

- Go outside for a walk or sit on your front steps or apartment balcony, and **greet other people you see**. Seeing other people will remind you that you are not alone, even as you follow distancing recommendations.
- **Write old fashioned letters.** Receiving a letter can bring so much joy; if you're feeling like too much of your day is spent in front of a screen, unplug for a few minutes and write someone a postcard or letter instead.
- **Schedule a regular phone call or video chat with friends or family.** Use Facebook Messenger, FaceTime, Zoom, Skype, or another free video call service to talk with friends, family members, or even your neighbors. Make this a regular part of your routine! Regular connection can help you and your loved ones maintain hope.
- **Use social media wisely.** Social media can help us feel connected, but it can also be a source of upsetting news and misleading information. Use social media to build connections with people who help you feel good, while limiting time spent scrolling through content that makes you feel excluded, anxious, or excessively upset.
- Try thinking about the **global sense of community** that can be felt during this time. Everyone around the world is facing the same public health threat, and everyone is getting through it to the best of their ability. You are far from alone.

### Resources

More resources on maintaining social connection during COVID-19

- [Don't Call it Social Distancing](#)



“Shared joy is a double joy; shared sorrow is half a sorrow...”

- Swedish Proverb

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**Important Information  
that may help you  
during this pandemic:**

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)





# 10 MINUTE MEETING

## WHY YOU SHOULD NOT TEXT YOUR STUDENTS

There are many reasons why texting with students is strongly discouraged and often prohibited. The Florida Department of Education views it as inappropriate and overly familiar. Many texting cases have ended with a lengthy suspension of the teacher's certificate. This can happen even if parents give their consent.

Studies have shown that texting can create a false intimacy. As such, **communication by text can be easily misunderstood** by minor students who are still developing emotionally. The wrong tone can be assigned to your text or an unintended connotation inferred. As a teacher, you must always be mindful of keeping a professional boundary with students. Texting blurs that boundary.

Texting with students can also place your cell phone privacy at risk. Any text sent to a student from a personal cell phone could become part of that student's educational record or could be subject to public records laws. Such records must be maintained in accordance with Florida law, and districts could demand to review the contents of your cell phone.

**Check with your district to find out which district-approved communication tools are available for your use.**

**Always remember to conduct district work only on district computers or through district applications.**



# 10 MINUTE MEETING

## PROTECTING YOUR PRIVACY IF YOU ARE INSTRUCTED TO USE GOOGLE VOICE TO CALL STUDENTS

Some districts are requiring teachers to call students by phone during this time of distance learning. Because districts do not want you give away your personal phone number, they are suggesting the Google Voice app, which assigns an anonymous phone number through the app.

As a public employee, all of your work-related communications are subject to public records laws—including all communications associated with these calls. Your district, as your employer, may request to see your work-related communications. If you have any sort of Google account (Gmail, web browsing, Google Maps, etc.), Google Voice will attach to your Google account. So, to avoid mixing your work-related communications with your personal Google activity, follow these steps:

1. **Create a new Google account** that you will only use for calling students. Use a professional username that identifies you as a teacher at your school. For example: LASTNAME.SCHOOLINITIALS
2. **Use a password** for this account that is not associated with any of your personal accounts and that you will not mind handing over to the district if they request the log-in information.
3. **Create a Google Voice account** connected to this new Google account.
4. **Google Voice allows calling** from web browsers on a computer, so you can avoid installing software on your personal cell phone if you'd like. It's possible in any modern browser; as long as you have a microphone on your computer (external or built-in), you can make and receive calls from <https://voice.google.com>.
5. **Only use this account to call students** and their parents/guardians. All written communication (e-mails, notifications, reminders, etc.) should be via e-mail or other education apps.
6. **Never text students from your personal cell phone** or any other social media app. The DOE finds this highly inappropriate and may seek to suspend your teaching certificate.
7. **Sign out** from your work-related Google account **every time** you are finished making work-related phone calls to ensure that your personal Google browsing history, location, and other data are not associated with your work-related Google account.



# 10 MINUTE MEETING

## SOCIAL MEDIA GUIDELINES

### When using social media, members should:

1. Utilize the most secure privacy settings and check those settings often.
2. Use a profile picture they would be proud to see on a billboard in their community.
3. Use common sense when posting photos.
4. Only friend people who they actually know and consider to be friends.
5. Never friend students.
6. Never friend the parents of students.
7. Never friend colleagues who are not their friends outside of work.
8. Never post comments or status updates related to their work—including general comments.

When government acts as an employer, the constraints of the First Amendment are less severe and must leave government free to impose reasonable restrictions on its employees in the interest of safe, efficient, and harmonious delivery of services to the public. See *Pickering v. Board of Education*, 391 U.S. 563, 568 (1968).

Facebook and other social media sites have made it very easy to report abuse, with embedded report links throughout the sites. The question of whether school employees can be disciplined or discharged because of their off-duty speech posted on social networking sites such as Facebook, Instagram, or Snapchat depends on the answer to three questions:

1. What did the employee say in his/her blog or post?
2. Does the employee have tenure or some other right not to be fired except for “just cause?”
3. Is there a collective bargaining agreement or employer policy that limits the authority of the school district to discipline employees for off-duty conduct?

Members need to be fully apprised of school board policies which may attempt to govern off-duty conduct.

## **CORVID 19**

### **The Coronavirus**

During times like this it is key to be kind, safe, vigilant and informed.

#### **Benefits of this pandemic:**

- **Changes in unemployment benefits**

1. An employer temporarily ceases operations due to COVID 19 preventing employees from coming to work.
2. An individual is quarantined with the expectation of returning to work after the quarantine is over.
3. An individual leaves employment due to risk of exposure or infection or to care for a family member.

It is best for those in any of these situations to apply for unemployment benefits.

- **FMLA Expansion Act**

- **Virtual face to face health assessments**

- **Increased health awareness**

1. Hand washing
2. Wellness activities from home
3. Better eating habits with more time to cook

- **Unintended climate benefits**

1. Cleaner air

- **School Children**

1. Breakfast and lunch provided at pick up sites
2. Virtual learning
3. More time to bond with family

**Above all we must remember that we are in uncharted ground and the decisions we make can be beneficial if we work together to find the best in the situation, each other, our students and ourselves. Seminole UniServ is here to support you through this.**

**STAY SAFE, STAY STRONG, STAY UNION PROUD**

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## Dates you need to know

**May 26-May 29** Reappointment letters go out via email or US postal system

**May 27** Last Day for Students

**May 29** Last Day for Teachers

**June 1 - June 5** Global Job postings

**June 1 – July 14** Do NOT need to request from administration to do interviews

**July 15 -** Must request to interview from administration to apply for jobs (RFI)

# SCPS CLASS OF 2020 GRADUATION & DANCE PLANS

(Sanford, FL) - Seminole County Public Schools (SCPS) has announced plans to honor and recognize our Senior Class of 2020 and keep their cherished festivities intact. Superintendent Dr. Walt Griffin has been working with each of the SCPS Senior Class Presidents by holding WebEx conference call meetings for three consecutive weeks to brainstorm ideas and garner feedback from each school's student body in an effort to develop a viable Prom & Graduation replacement.

## **Graduation Plan #1** \*(provided social distancing rules have been lifted)

- June 11<sup>th</sup> - Senior Dance at each High School. Dance would be FREE for all Seniors. High Schools will issue refunds for Prom.
- June 12<sup>th</sup> – High School Graduations will be held at each High School on the Football Field at 8:20 p.m., which is military time for 20:20. Crooms Academy would utilize Seminole High School's Auditorium and hold theirs on June 13<sup>th</sup> @ 2:00 p.m.
- June 13<sup>th</sup> – Rain Plan: If it rains the evening of June 12<sup>th</sup>, Graduations would occur the next morning on June 13<sup>th</sup> @ 8:20 a.m.
- Graduations would be live-streamed for spectators unable to attend in-person.

## **Graduation Plan #2** \*(provided social distancing rules have not been lifted by June)

- July 16<sup>th</sup> - Senior Dance at each High School. Dance would be FREE for all Seniors. High Schools will issue refunds for Prom.
- July 17<sup>th</sup> – High School Graduations will be held at each High School on the Football Field at 8:20 p.m., which is military time for 20:20. Crooms Academy would utilize Seminole High School's Auditorium and hold theirs on July 18<sup>th</sup> @ 2:00 p.m.
- July 18<sup>th</sup> – Rain Plan: If it rains the evening of July 17<sup>th</sup>, Graduations would occur the next morning on July 18<sup>th</sup> @ 8:20 a.m.
- Graduations would be live-streamed for spectators unable to attend in-person.

In addition, SCPS High Schools are planning an evening of solidarity to recognize the SCPS Class of 2020 by having each school turn their football stadium lights on April 20<sup>th</sup> @ 8:20 p.m. (2020 in military time).



## National Call to Action



### We Rise Together!

Join the NEA in demanding that Congress Take Action to Ensure that Students & Communities Rise Together by:

- Stabilizing education funding for students in our communities' schools and campuses. (\$175B)
- Building bridges for educational opportunity for students and stronger communities
- Supporting the safety, health and well-being of students and educators

Go to [www.educatingthroughcrisis.org](http://www.educatingthroughcrisis.org)

1. **Incorporate legislative agenda into all member communications and social media** - a call to contact members of Congress in support of the primary demand for a \$175 billion Education Stabilization Fund, as well as funding to build bridges for educational opportunity for students and stronger communities, and support the safety and health and well-being of educators and students. [www.educatingthroughcrisis.org](http://www.educatingthroughcrisis.org)
2. As part of a coordinated national press strategy, **schedule statewide Virtual Events, like RedForEd Rallies, Face Book Live during the week of May 18th**
3. Mobilize historic levels of members to participate in the **Grassroots National Call to Action Tele-Town Hall on Thursday May 14<sup>th</sup>** (7:00 – 8:00 pm ET). REGISTER AT [www.nea.org/actiontownhall](http://www.nea.org/actiontownhall)
4. **Maximize outreach to all members – not just our usual activists** – to drive them to [www.educatingthroughcrisis.org](http://www.educatingthroughcrisis.org) to contact their Members of Congress
5. **Ask local school boards to pass resolutions** supporting the demands, including contacting their Members of Congress. Ask local superintendents to contact MOCs in support as well
6. **Schedule 1 -2 additional state Member Tele-Town Halls with Members of Congress during the month of May.** Members to share stories about the potential impacts locally if Congress doesn't act, articulate the specific demands on Congress, and push for specific commitments from the MoCs.

## Core Demands

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The COVID-19 pandemic has affected all our lives in myriad ways. All our lives will change in ways we don't even know yet. But we cannot and will not just sit and wring our hands. We must plan, prepare, and mobilize to advocate for what we know students and educators need. NEA members are coming together with families, community leaders and other activists to demand that Congress act to ensure that students and communities **Rise Together** by:

### **Stabilizing education funding for students in our communities, schools, and campuses (\$175B)**

- State and local budgets are expected to see the deepest cuts in history as a result of the COVID-19 pandemic, placing students, educators, and public schools at great risk. We must make sure Congress invests in the cornerstone of our democracy—public education.
- We're calling on Congress to provide at least **\$175 billion** to distribute to states and local districts, allocated by formula based on poverty, to fill COVID-19 budget gaps that will hurt students in schools and on campuses.
- Members of Congress must reject Education Secretary Betsy DeVos' "microgrants" and other voucher schemes intended to starve public education and siphon funding from students who depend on their local public schools.

### **Building bridges for educational opportunities for students and stronger communities**

- COVID-19 has brought the stark reality of the digital divide front and center. More than 10 million K-12 students, living in poverty and in rural areas, are at risk of falling behind their peers because they don't have internet access at home and are denied the opportunities to learn that are afforded their peers.
- We demand that Congress provide funding for the highly successful **E-rate program** which helps schools ensure Wi-Fi hotspots and connected devices for K-12 students who do not have internet access and connected devices at home.
- Congress must appropriate funds to develop programs to help reach and support students who have been denied virtual opportunities to learn as a result of COVID-19.
- The 20/21 school year will be like no other in history. Congress must provide funds to help educators connect 19/20 instruction and learning opportunities to 20/21 instruction and learning opportunities, using collaboratively developed modified school calendars and other extended learning components.

### **Supporting the safety, health and well-being of students and educators**

- Teachers, Education Support Professionals (ESPs), and other school staff who interact with students and their families, including food service workers, custodians, security officers, bus drivers, and others must have the proper personal protective equipment (PPE) and training to protect students, colleagues, families, and themselves.
- The safety and well-being of students and educators when they return to school cannot be compromised. The needs will be varied, including mental health and nutritional supports, training for loss and trauma related to the COVID-19 crisis.
  - Expand funding to community-based health care (inclusive of mental health services) with incentives to partner with schools to expand care -(targeted to communities with high rates of student households living in poverty)
- Our concern is for the safety of students and all who work with them in schools and classrooms. We must make sure that people who work in our schools have the proper training and guidance on mitigating and preventing the spread of the coronavirus.
- We demand that Congress task the Occupational Safety and Health Administration (OSHA) with developing emergency standards to help protect frontline workers at risk of contracting coronavirus.
- We demand that monthly federal student loan payments and interest accrual, including commercially held Federal Family Education Loans (FFEL) and Perkins Loans, be canceled for the duration of the COVID-19 national emergency.
- Investment in housing supports for households with school-aged children

**We can't open the economy until we open schools,  
and schools can't open if we don't give students and educators what they need to succeed.**

# SEMINOLE UNIVERSITY



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