

Staff Work Plans During “Stay Put” Order

All plans are fluid and subject to change as information is received from State and local health officials.

Beginning on Wednesday, March 25, 2020

- Schools are closed to students and the public.
- Central Office is closed to public. All inquiries should be submitted through phone call or email.
- Essential staff are to report to work on food delivery days.
- Essential staff includes Directors, Principals and Assistant Principals, secretaries, maintenance, custodial staff, food service staff, and transportation staff.
- Staff not listed as essential staff are permitted to complete the majority of their responsibilities outside of the school setting. Staff can access offices or classrooms as needed to access necessary materials.
- This is a full workweek for all staff although alternate work schedules will be employed. Staff on reduced schedules or alternate locations are expected to complete tasks and be available by phone and email during normal work hours.
- Teachers will communicate through assigned reporting procedures to update principals on student progress; to access materials/resources, and to communicate with parents/guardians as needed.
- Instructional Aides/Special Education Aides will communicate through assigned reporting procedures with their supervising teacher to continue assisting in planning and provide instructional support.
- Counselors/Social Workers and other Professional Support Personnel will communicate student support efforts to principals.
- Secretaries will report to support meal delivery. Secretaries will be on a staggered schedule. Single secretary schools will stagger schedules with principal.
- Cooks will report for work on assigned days to prepare meal delivery.
- Transportation will report for work on assigned days to deliver meals.

- Custodians will report to work on meal service days on a staggered schedule to ensure coverage for the day. Half time custodians will report to their assigned location on a M/W rotating schedule.
- Principals and Assistant Principals will report on food service days on a staggered schedule.
- Maintenance will report on ½ day schedule and alternate schedules to ensure all day coverage in all classifications.
- Technology staff will work remotely.
- School nurses are to work remotely.
- Mechanics will report to work staggered schedule to ensure coverage for the day.
- School facilities will be available for all staff if they need a place to work, to retrieve materials for planning purposes, or for technology access.
- Staff members who fall in high risk categories or require additional accommodations in their required work assignment are to request accommodations through their immediate supervisor.