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## COVID-19 Letter to Staff

Following Executive Order 20-19 and following guidance from MN Department of Education for this distance learning period, all contracted staff will “earn full pay and benefits as planned in the school budget and bargaining agreements”. We are directed to utilize all available staff “including classroom teachers, paraprofessionals, administrators, school support staff, nutrition staff, bus drivers who are able to work during the distance learning period”.

We are allowing for telework to staff as much as possible, however we have staff that are required to physically be present in the school. Those present must follow the social distance guidance as directed by the MN Department of Health.

### **Direct Guidance from MDE for Schools:**

Employers are expected to publicly post their safety and health procedures, detailing how they are following MDH guidance to ensure that they have provided a safe and healthy work place.[On our website] This includes ensuring the appropriate number of students and staff are in spaces that allow for recommended social distancing. Districts and schools should ensure safe and thorough cleaning protocols are in place and consider providing training for staff on health, safety and cleaning protocols. It is the duty of the employer to provide a safe and healthy workplace for their employees. That is why it is imperative that school districts and charter schools follow the public health guidance from the MDH. School districts and charter schools are expected to provide reasonable accommodations to employees in high risk categories, and nothing in this guidance should be construed to encourage or require Minnesotans in at-risk categories to take action inconsistent with public health recommendations or the advice of their doctors. If a worker cannot perform duties as assigned due to high risk medical status as defined by MDH, workers can request a reassignment, or take medical leave as previously defined by each workplace and applicable labor agreement.

The State of Minnesota requirements for school districts provide better continuing salaries and benefits for staff. Following the Federal Families First Coronavirus Response Act (FFCRA), employees are entitled to the paid leave benefits if they are unable to work onsite or telework under the following qualifications:

1. Subject to quarantine order related to COVID-19;
2. Advised by health care provider to self-quarantine related to COVID-19;
3. Experience COVID-19 symptoms and is seeking medical diagnosis;
4. Caring for individual subject to either quarantine order or self-quarantine related to COVID-19;

5. Caring for child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

The District will require a doctor's note for validation. If you have a situation falling under #5, please contact the district office directly.

Outside of the COVID-19, staff are still able to utilize their sick, personal, and vacation days as reflected in their contracts. Additional information specific to recording time will be addressed to each bargaining unit.

Our school calendar will be changing during this time. Effective 3/30/2020, we will be going to a five (5) day school week.

- April 3<sup>rd</sup> will no longer be a teacher workday; it will be an education/student day.
- The spring break week, April 6-10, will be canceled and distance learning will be in session
- April 10<sup>th</sup>, no meal service at any site/hub will be provided, double meals will be made and handed out on Thursday April 9<sup>th</sup>.
- May 1<sup>st</sup>/4<sup>th</sup> staff workdays, no students. These are staff planning days for student return.

We will return to the four (4) day week with the anticipated return of students starting May 5<sup>th</sup>. These changes will result in our ending school year date being revised.