


March 27, 2020

MEMORANDUM

TO: All BPS Employees

FROM: Beth Thedy, Ed.D., Deputy Superintendent 
Chief Human Resources Officer

RE: **Update: COVID-19**
Friday, March 27, 2020

**PLEASE BE ADVISED THIS GUIDANCE IS FOR MARCH 30 - APRIL 15 ONLY.
GUIDANCE FOR EMPLOYEES BEYOND WEDNESDAY, APRIL 15
WILL BE SHARED AT A LATER DATE.**

This memo serves as a follow-up to the previous memos sent to BPS staff on Saturday, March 14 and Friday, March 20, 2020. At the direction of the State, schools will remain closed to students through April 15 and this status will be re-evaluated every two weeks or upon further direction from local, state or federal agencies.

Please be advised, all information contained in this memo is subject to change based on new directives or organizational needs in the coming days. We know you have many questions, and we are working to address them as quickly as possible and with accuracy in this ever-changing environment.

Please find the below schedule for reporting to work from Monday, March 30 through Wednesday, April 15. **All employees will continue to be paid on schedule**; payroll adjustments and/or make up days and hours are yet to be determined following additional guidance from the Florida Department of Education.

Additional cafeteria employees joined the managers and reported back to work on Wednesday, March 25 and will continue to work through the duration in order to prepare and distribute meals for our students. We are so thankful we have the ability to provide meals for our children across Brevard County during this time of crisis, and we appreciate our cafeteria staff who were called back to duty to assist with this vital function!

March 30 – April 15:

- 1. Implement Continuity of Instruction Plan - Alternate Work Assignment (Home):**
All teachers
- 2. Assisting Teachers to Implement Continuity of Instruction Plan - Alternate Work Assignment (TBD or Home):**
Media Assistants
Instructional Assistants

Please be advised instructional and media assistants can be called into work or to perform work functions under the guidelines of the [CDC](https://www.cdc.gov) at any time. Ongoing work assignments will be determined by the principal or other leadership team member. These employees must be available during all regularly scheduled work hours; if an employee is unable to be available during regular work hours all protocols for absences must be followed, to include use of accrued leave.

Elizabeth G. Thedy, Ed.D.

Deputy Superintendent/Chief Human Resources Officer
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3. Implement Continuity of Instruction Plan and/or Continuity of Operations Plan – Report to School or Department:

10 Month Administrators
Food and Nutrition Services (school and district)
Child Care and Intern Coordinators
Head Start Supervisors
12 Month Employees – All (other than those in #1 above)
Psychologists
Behavior Analysts
Technology Specialists
Family Advocates
Security Specialists
Clerks
Campus Monitors

Please be advised that once our continuity of instruction plan is implemented with success, some employees in Group 3 may be placed on alternate worksites. Please contact your principal or leadership team member for any questions regarding your workplace assignment.

4. Professional Development at Home – Alternate Work Assignment

Group Leaders
Bus Drivers

*Please be advised employees in **Group 4** above can be called into work or to perform work functions under the guidelines of the CDC at any time. Group 4 employees must be available during all regularly scheduled work hours; if an employee is unable to be available during regular work hours all protocols for absences must be followed, to include use of leave options. More details will follow regarding professional development. Opportunities may be available for those wanting assignments away from the home to support continuity of district operations during this emergency.*

Next week marks another significant milestone in our district's response to COVID-19, when our more than 70,000 students resume their learning remotely. It has taken an extraordinary team effort to prepare us for this unprecedented undertaking. The commitment and collaboration we have witnessed over the past two weeks has been incredible and a true testament to who you are as professionals, colleagues, and human beings.

Please know that your health and safety is our number one priority. We are asking all employees to strictly adhere to the [CDC guidelines](#) for social-distancing and meetings of no more than ten people.

We remain dedicated to meeting the needs of our staff as best we can, while continuing to serve the families in our community, and we ask for your patience, understanding, and flexibility as we continue to navigate this ever-changing situation.

Please continue to monitor BPS social media sites such as Facebook and Twitter, as well as the BPS website and mobile app for updates as they become available. We will continue to keep you informed as we make critical decisions.

Thank you for your dedication. Take good care of yourselves and your loved ones.