

April 3, 2020

MEMORANDUM

TO: All BPS Employees

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

RE: **Update: COVID-19**
Friday, April 3, 2020

**PLEASE BE ADVISED THIS GUIDANCE IS FOR APRIL 3 – MAY 1 ONLY.
GUIDANCE FOR EMPLOYEES BEYOND FRIDAY, MAY 1
WILL BE SHARED AT A LATER DATE.**

Time and time again these past few weeks I have witnessed our employees demonstrating their dedication and support in every aspect of our organization -- from instructional personnel, to food services, to support staff, and everyone in between. As I reflect on the weeks since we last saw our students face-to-face, I am reminded that the care and concern our employees continue to show for our kids and for each other is unparalleled and yet, not surprising.

BPS launched distance learning this week with nearly 4,500 teachers and 70,000 students – a monumental feat! That effort was not without some early hiccups, but our teachers, administrators, parents, students, Educational Technology staff, support staff (from instructional assistants to school office personnel to custodians) all worked together to ensure a smooth and successful introduction to this new type of learning.

Our Food and Nutrition Services team, along with cafeteria staff from 18 schools, have packaged and distributed some 44,000 meals across 27 school feeding sites (up from 13 just last week), providing every child with two breakfasts and two lunches daily. They are serving more than 11,000 students each day! It is important we take an opportunity to recognize these valued team members for their dedication, as they are on the front lines providing a vital service to our community and ensuring no child goes hungry during this time of closure.

As we move into the week of April 6, and considering Governor DeSantis' Executive Order, we are continuing to scale back staff to further ensure the health and safety of our employees. Although the district is considered an "essential service," we are working diligently to limit the number of people who are onsite at schools and ancillary sites such as maintenance facilities and ESF.

Employees whose positions allow for alternate worksites will be moving toward that end in the next couple of days. Administrators, guidance counselors, instructional assistants, and school support staff will continue to support teachers and students remotely, and other support staff whose positions do not lend themselves to remote work will be provided with a professional development package early next week to complete from home.

Please find the below schedule for reporting to work from Monday, April 6 through Friday, May 1. **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.

April 6 – May 1

1. Implement or Assist with Implementation of Continuity of Instruction Plan - Alternate Work Assignment (Home):

All teachers
Media Assistants
Instructional Assistants

Elizabeth G. Thedy, Ed.D.

Deputy Superintendent/Chief Human Resources Officer
Phone: (321) 633-1000, ext. 200 • FAX: (321) 633-3565



Please be advised instructional and media assistants can be called into work or to perform work functions under the guidelines of the [CDC](#) 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.

2. Implement Continuity of Instruction Plan and/or Continuity of Operations Plan – Alternate Worksite (if applicable), Department or School Site, or Professional Development from Alternate Worksite:

10 Month Administrators
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
Bus drivers
Group Leaders

*Please contact your principal or leadership team member for any questions regarding your workplace assignment. Please be advised employees in **Group 2** above can be called into work or to perform work functions under the guidelines of the CDC at any time. Group 2 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.*

3. Continue Meal Preparation and Distribution for Students at 27 School Sites – Report to Assigned Site:

Food and Nutrition Services Staff

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/gatherings 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 remember 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.

This memo serves as a follow-up to the previous memos sent to BPS staff each week. At the direction of the State, schools will remain closed to students through May 1. 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.

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