

May 1, 2020

MEMORANDUM

TO: All BPS Employees

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

RE: **Update: COVID-19**
Friday, May 1, 2020

**PLEASE BE ADVISED THIS GUIDANCE IS FOR MAY 4 – MAY 29 ONLY.
GUIDANCE FOR EMPLOYEES BEYOND FRIDAY, MAY 29
WILL BE SHARED AT A LATER DATE.**

This memo serves as a follow-up to the previous memos sent to BPS staff. At the direction of the State, schools will remain closed to students and distance learning will continue through the end of the school year.

In the weeks since I last corresponded with you, distance learning was launched and will now continue through the close of the 2019-20 school year; hundreds of thousands of meals have been distributed to our students; senior graduation dates have been moved to later in the summer in the hopes we can hold in-person ceremonies; and although schools and some offices have closed, the work of ending a school year and beginning a new one continues behind the scenes from remote locations. In the past six weeks, I have witnessed the amazing dedication and support of our staff in every aspect of our organization, and I am grateful for the professionalism you have exhibited during a very difficult and trying time.

With expiration of Executive Order 20-91 on Monday, May 4, and with the issuance of Executive Order 20-112 that becomes effective on the same date, we have been working on a staffing plan for the month of May and beyond. As we move into the weeks ahead, and considering Executive Order 20-112, we are continuing to ensure that the health and safety of our employees remains the priority while we plan for next steps. The district is still considered an “essential service” under the new EO, and we are working diligently to limit the number of people who are at schools and ancillary sites such as maintenance facilities and ESF to the extent that is possible. However, we are also working toward a return to regular school district operations. Please be advised that all schools and district facilities will continue to follow CDC guidance for social distancing as employees return to work. We are asking all employees to continue to strictly adhere to the [CDC guidelines](#) for social-distancing and limiting large meetings/gatherings of people where social distancing guidelines cannot be followed.

Some employees whose positions allow for alternate worksites will remain remote unless the supervisor, leadership team member, or principal needs that staff member at a school or district site. Administrators, guidance counselors, instructional assistants, and school support staff will continue to support teachers and students; however, we anticipate a gradual return of some of our staff to school and district locations **to be determined by the principal or leadership team member**. Support staff who were assigned professional development should provide their supervisors with completed certificates of their professional development no later than May 29, 2020.

Please find the below schedule for reporting to work from Monday, May 4 through Friday, May 29. **All employees will continue to be paid on schedule.**

May 4 – May 29

- 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
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**Please be advised instructional and media assistants can be called into school 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.*

**Support staff whose positions did not lend themselves to remote work should provide their supervisors with the certificates of the professional development completed. All certificates of completion for professional development completed from home should be provided to supervisors no later than May 29, 2020.*

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

Food and Nutrition Services Staff

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.

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 continue to 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.