

May 28, 2020

MEMORANDUM

TO: All BPS Employees

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

RE: **Update: COVID-19**
Thursday, May 28, 2020

**PLEASE BE ADVISED THIS GUIDANCE IS FOR JUNE 1 THROUGH JULY 31 ONLY.
GUIDANCE FOR EMPLOYEES BEYOND FRIDAY, JULY 31
WILL BE SHARED AT A LATER DATE.
ALL GUIDANCE CONTAINED WITHIN IS SUBJECT TO CHANGE.**

This memo serves as a follow-up to the previous memos sent to BPS staff.

In the weeks since I last corresponded with you, distance learning for our nearly 70,000 students was successfully launched, and as of today – completed - for the 2019-20 school year. Congratulations! I applaud the efforts of all our teachers and staff for their commitment to making distance learning a reality under difficult circumstances! Your professionalism and perseverance have been the driving force behind this extraordinary accomplishment. Kudos to our Food and Nutrition Services team for their tireless efforts in serving meals to the children of our community throughout the school closure. In the past ten weeks, I have witnessed amazing dedication and support of our staff in every aspect of our organization. I am inspired by the examples you have set and bars you have raised during this very challenging time.

As we transition our work functions in accordance with guidance from the FDOE and the Governor's office, we have been working to develop and implement protocols to keep you safe moving into this summer and beyond. To that end, we are asking all employees to continue to adhere to the [CDC guidelines](#) for [social distancing](#), handwashing, and other protective measures. School and district sites have completed a readiness check to ensure that each site has EPA-registered cleaning/disinfectant products to kill Human Coronavirus (SARS & COVID-2), hand soap, and other cleaning supplies to ensure the proper cleaning of worksites each day. Head custodians at each site have received specific training from district training custodians to ensure they understand new cleaning protocols that align to CDC guidelines and BPS custodial standards. Employees are advised to wear cloth [face coverings](#) when they feel they cannot appropriately social distance from other employees. We are also asking all employees to continue to limit large meetings/gatherings of people where social distancing guidelines cannot be followed.

With the issuance of Executive Orders [20-112](#) and [20-114](#), we have been working on a staffing plan for the summer months. As we move into the weeks ahead, and considering the above-mentioned Executive Orders, 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", 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.

Some employees whose positions allow for alternate worksites may remain remote unless the leadership team member (director level and above) or principal needs that staff member at a school or district site. Please be reminded that alternate worksite arrangements are at the direction of your supervisor.

Administrators, secondary school guidance counselors with summer hours, and school support staff will continue to return to school and district locations **as determined by the principal or leadership team member**. Just as a reminder, support staff who were assigned professional development should provide their supervisors with completed certificates of their professional development no later than May 29, 2020.

Elizabeth G. Thedy, Ed.D.

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



Please find the below schedule for reporting to work from Monday, June 1 through Friday, July 31 based on the [Days of Service](#) calendar,

June 1 – July 31

1. Continue Continuity of Operations Plan – Alternate Worksite (if applicable) and/or Department or School Site:

- 12 Month Administrators
- 12 Month Clerical
- 11 Month School Office Clerks (through June 26)
- 10 Month School Office Clerks (through June 5)
- Custodial
- Maintenance
- 12-month Teachers
- Child Care and Intern Coordinators (through June 2)*
- Head Start Supervisors (through June 2)*
- 12 Month Employees
- Psychologists (depending on specific calendar type)
- Behavior Analysts (depending on specific calendar type)
- Technology Specialists (depending on specific calendar type)
- Family Advocates (depending on specific calendar type)
- Secondary Certified School Counselors**

Please contact your principal or leadership team member for any questions regarding your workplace assignment. Please be advised employees in **Group 1** above can be called into work or to perform work functions under the guidelines of the CDC at any time if you are not already located on-site. Group 1 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.*

***Secondary Certified School Counselors who are utilizing allocated summer hours will need to consult with their specific principal regarding work location. It is up to the principal to determine if the work may be completed remotely, on-site, or a hybrid approach.*

2. Continue Meal Preparation and Distribution for Students at Various 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 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 weeks. 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.

Congratulations again on another successful, yet vastly different school year. Please take good care of yourselves and your loved ones.