



## MEMORANDUM

**TO:** Leadership Team  
Secretaries

**FROM:** Mike Alba, Director Professional Learning and Development   
Cordia Patterson, Sr. Human Resource Generalist 

**DATE:** June 22, 2020

**RE:** Guidance for Schools and District Offices

This memo provides guidance for schools and district offices as we prepare for the start of school in August. The content of the memo Dr. Thedy sent to the Leadership Team on May 28<sup>th</sup> is still applicable which provides members of the Leadership Team guidance on various issues when dealing with employee issues and concerns is still applicable. Thank you for the continued professionalism, grace and flexibility during this pandemic. Every leader has had to adjust their way of work and this will continue to be the case moving forward throughout the summer and for the start of the 2020-21 school year.

As the start of the school year quickly approaches, the volume of parents wanting to communicate with school staff and visitors to district office sites will increase. **Starting July 6<sup>th</sup>, all school and district offices are expected to be open** to the public.

Principals and district-level directors are expected to work with their staff utilizing the action steps below to determine protocols for parents or visitors coming into their building.

Action steps to employ:

- Identify traffic patterns parents/visitors would follow in order to meet CDC [social distancing guidelines](#) when reporting to the front offices or other offices around the building.
- Consider seating configurations within common waiting areas and remove common touch items such as magazines or flyers.
- Consider alternate waiting areas for visitors such as media centers or cafeterias to adhere to social distancing guidelines if needed.
- Consider alternate meeting areas if school staff offices would not permit social distancing between themselves and visitors.
- Communicate with parents that even though the school front office is open, appointments are still highly encouraged in order to ensure parents have adequate space to adhere to proper social distancing guidelines.
- Communicate with parents to limit the number of family members coming to the school.
- Utilize [signage](#) as visual reminders of what is expected when visitors arrive at your building.
- Have hand sanitizer available by visitor sign-in station.
- Encourage employees who cannot adhere to social distancing due to their job site or job responsibilities to wear a [cloth face covering](#). If an employee cannot social distance and they do not have access to a cloth face covering, principals [can order face coverings](#) for their staff.

Elizabeth G. Thedy, Ed.D.

Deputy Superintendent/Chief Human Resources Officer  
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- Inform volunteers that they are not permitted to be on campus at this time in order to minimize the number of individuals on campus.
- Inform teachers that they should remain off campus until told to do so in late July for those who wish to come in early to set up their classroom.

#### Pre-Employment Drug Screening and Fingerprinting

Newly hired teachers who have never taught in BPS or re-hired teachers who have severed employment, hired to start on August 3, 2020, must be drug screened. These candidates may obtain their drug-screening packet in the Human Resources lobby as soon as July 6, 2020.

Candidates should report to a collection site on the same day. Failure to report to a collection site within 24 hours of receiving the drug-screening packet will result in employment ineligibility for one year.

Due to the impacts of Covid-19 and in an effort to adhere to social distancing requirements, we will be limiting the number of visitors in the Human Resources lobby to five (5) individuals at a time. Our peak hours are 11:00a.m. – 1:00p.m., therefore, to avoid longer than usual wait times we encourage visitors to visit during non-peak hours.

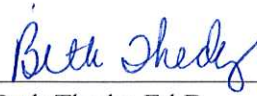
Visitors may schedule an appointment by calling 321-633-1000 Ext. 11225, however appointments are not required.

Individuals visiting the Human Resources lobby are encouraged to wear a mask during their visit. A disposable mask may be provided by request.

*Please note the District summer hours are Monday – Friday, 6:30a.m. – 3:00p.m. However, drug-screening packets are distributed Monday – Thursday 6:30a.m. – 3:00p.m. .*

*District security is open is Monday – Friday, 6:30a.m. – 3:00p.m., appointments are not required.* In order to reduce traffic, please only send those individuals that need to be fingerprinted for the purpose of employment.

Should you have any questions or concerns, please contact [Mike Alba](#), Ext. 11240 or [Cordia Patterson](#), Ext. 11247.

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

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