

Good evening RSD Staff. It has been interesting past few days and we are in uncharted territory. The District is now closed for students through April 24<sup>th</sup> by order of the Governor and Dr. Schulte. This closure will have significantly impact everyone, and our commitment is to communicate what we know when we can. Here's what we know at this time:

**All employees are expected to monitor their RSD e-mail at least once per day for official communication and directions. Not all employee announcements will be communicated publicly so please keep an eye on your email. Individual departments/schools may have other ways to communicate with employees but we will use the RSD e-mail system for everyone.**

- **Monday, March 16, 2020**

- No employee should report to work or come into buildings if they are actively sick. In this event, notify your supervisor for specific instructions.

Don't come to work unless you are:

1. A Year Round (260 Day) Employee (administrators, secretaries, principals, some support services)
2. A Building Secretary (all – leads, ASB, attendance, etc.)
3. Classified Staff in District Departments (HR, Payroll, SpEd Department Office, TLC, etc.)
4. Explicitly directed by your supervisor to report to work

*Note: Nutrition Services and Transportation Employees may be recalled to work as the District's meal program gets developed...Stay Tuned*

**Worksite Access**

Buildings will be open during school hours for staff to get personal belongings during the week of March 16-20. Our intent is to close buildings to general access for employees after March 20<sup>th</sup>. This means your badge will not work after March 20<sup>th</sup> through the end of the school closure.

Students/families may need access to lockers, desks, backpacks, etc. Here's how that works:

K-5 & ELC: Students/Families will be told to contact the elementary school office to make arrangements. With conferences last week we do not anticipate much student/family need to get into buildings.

6-12 & Alt. Programs: Buildings will be open to students/parents starting Tuesday, March 17<sup>th</sup> through Friday, March 20<sup>th</sup>. Each individual site will communicate a schedule to their students and parents directly on Monday.

**After Friday, March 20 there will be no general access to school sites for staff and students.**

**Contracts, Job Status, Frequently Asked Questions**

1. We are waiting for guidance from the state Attorney General on ways to work through contract issues regarding employees that may not be working for up to six weeks while schools are closed. We will wait to make a determination until after we see formal communication from the AG and collaborate with our local unions. Any decisions about contracts won't be made until at least early next week.
2. The District has opened a page on the District website (<https://www.rsd.edu/coronavirus>) about COVID-19 and is developing a Frequently Asked Question document. The FAQ is already partly up and will expand next week. We will also add a question tab like we did for SEBB last fall so you can ask questions directly of the District.
3. Many of you have questions about leaves, attendance, professional development, and other impacts specific to your situation. For now, we are working through all of this and will address main issues in the FAQ.
4. Online learning will be supplemental (by order of the State) and resources are in development. For now, stay tuned. We are putting together a resource sheet for online services by grade span that will go out next week.
5. Employee Assistance Program (EAP) services are still available for employees and their families in this time of crisis. Madora Sadler can be reached at (509) 539-8579 or [whitestone@counselingsecure.com](mailto:whitestone@counselingsecure.com) if you need that support.

We want to reiterate that there are a lot of moving parts and we are going to answer all the questions as soon as we can. This is an unprecedented event in the District's history and we will band together to address this crisis collectively. We appreciate all of you and the work you do to support students. We also understand this is a highly stressful situation, and thank you for your patience as we wait for information. Stay healthy and take care of each other!