



TO: All Staff

FROM: Scott Garner, Assistant Superintendent

DATE: March 26, 2020

RE: Work Assignments/Expectations Beginning Monday, March 30, 2020

The purpose of this updated communication is to outline the expectations for School District Staff during the COVID-19 public health emergency closure. Beginning Monday, March 30, staff will:

- **District Drivers** - not report to work unless contacted by their supervisor.
- **Food Service Staff** - report to work as assigned by their supervisor.
- **Custodial/Maintenance Staff** - report to work as normal unless otherwise notified by their supervising administrator or manager.
- **ESC and all Full-Year Staff** - report to work and/or work remotely as assigned by their supervisor.
- **Substitute Employees** - not report to work. The only exceptions are substitute teachers who are currently in a long-term assignment and are the teacher of record for that long-term assignment. Those in this type of assignment were contacted by the Human Resource Department and will continue to work as the classroom teacher (Certified Staff) for the duration of their long-term assignment.
- **Spring Coaches** - not report to work as the Spring athletic season is postponed. Spring coaches will not be paid at this time. Track coaches did work for one week and will be compensated for that time.
- **Department Managers** - report to work and/or work remotely as needed.
- **Administrators (Principals and Assistant Principals)** - are attending a virtual meeting on March 30, at 9:00 a.m., to review assignments and expectations for Remote Working and Virtual Learning.
- **Instructional Staff, including paraprofessionals, certified staff, please adhere to the following:** Instructional staff should work from home whenever possible. All buildings will hold a virtual staff meeting on **Tuesday, March 31, at 8:00 a.m.** Please review the Remote Working and Virtual Learning Hours and Expectations for Employees portion of this document to get a sense of what working from home may look like. Principals and assistant principals will provide more details regarding staff assignments during the March 31, meeting, including paraprofessionals, for virtual learning.

We realize that staff may need access to school buildings for access to classroom technology (if they do not have it at home) or resources to support instruction for distance learning. District administration is working on a plan to provide staff a device if they need one. This would require those staff members to go to their buildings to check the device out. Please watch your email for further guidance.

Buildings will be accessible only between the hours of 8:00 a.m. and 4:00 p.m., Monday- Friday. Staff should follow the social distancing guidelines at all times when/if they enter buildings. **NOTE:** During the closure, staff can access their classrooms only. The use of the pools, workout facilities, and other like areas is prohibited.

Mission: To serve our community by educating every child.

Those staff who are not assigned duties by their principal will be offered options of work in a variety of other areas. Principals will notify the Human Resource Department if they have staff who are not assigned to positions. Unassigned staff will be contacted by the HR office for their assignment no later than Tuesday, March 31.

GENERAL SUMMARY OF WORK WEEK (March 30-April 3, 2020):

Monday, March 30	Leadership teams will meet virtually to finalize plans for the week of March 30th.
Tuesday, March 31	<p>All staff participate in a virtual meeting at 8:00 a.m. to begin planning for the week of April 6th.</p> <p>NOTE: An email will be sent in advance of the meeting by building Principals with information/link so staff can call or video-conference into their respective meeting.</p> <p>Staff will be provided guidelines for the virtual learning time. The week of March 30th will be flexible to continue to plan and collaborate (virtually) to ensure plans are developed for the week of April 6th. Parents will receive information on the virtual learning plan from each building. The leadership teams are developing parent communication to send out the week of March 30th.</p>
Wednesday, April 1	Staff continue planning for the week of April 6th. All staff planning and collaboration should be completed virtually with support from building leadership.
Thursday, April 2	Staff continue planning for the week of April 6th. All staff planning and collaboration should be completed virtually with support from building leadership.
Friday, April 3	Staff continue planning for the week of April 6th. All staff planning and collaboration should be completed virtually with support from building leadership.
Monday, April 6	Virtual learning K-12 begins for students. Staff will follow guidelines for the implementation of online instruction and learning.
Friday, April 10	Good Friday - No work on this scheduled day off.

IMPORTANT REMINDER FOR ALL STAFF GROUPS—IF A STAFF MEMBER IS COMPLETING WORK IN A DISTRICT BUILDING OR PROPERTY:

Staff who show symptoms of being ill or live with someone who shows symptoms of being ill should NOT come to a district building. If they do, they will be sent home and asked not to return until they provide a note from their health care provider clearing their return. Contact Tina Johnson (608-289-7307) or tjohnson@janesville.k12.wi.us if you or your family members are affected by COVID-19.

***Remote Working and Virtual Learning Hours and Expectations for Employees**

Paraprofessionals and support staff will work their assigned number of hours each day school is in session. These hours may be worked remotely or in a classroom.

Certified staff will work from 8:00 a.m. to 4:00 p.m. each day school is in session Monday through Friday. Staff may work remotely or in their classroom.

Dean of Students will work from 8:00 a.m. to 4:00 p.m. each day school is in session Monday through Friday. They may work remotely or in their office.

Principals and Assistant Principals will work from 8:00 a.m. to 4:00 p.m. each day school is in session Monday through Friday. They may work remotely or in their office.

The buildings will be open 8:00 a.m. - 4:00 p.m. on Monday-Friday for access to classroom technology or resources to support instruction for distance learning. Staff should follow the social distancing guidelines at all times when/if they enter buildings. NOTE: during the closure, staff can access their classrooms only to facilitate online learning. Use of the pools, workout facilities, and other like areas is prohibited.

Evening office hours are a recommendation for certified staff in order to provide customer service to our working parents. Up to two hours per week can be designated in your schedule for office hours outside of the 8:00 a.m. to 4:00 p.m. schedule. Staff who hold two office hours outside of regular hours are able to work from 8:00 a.m. to 2:00 p.m. on Fridays.

The district is closed on April 10, 2020, as it is Good Friday. Staff are not expected to work on this day. You are able to work from 8:00 a.m. to 2:00 p.m. on Thursday, April 9, 2020, if you complete evening office hours for the week of April 6, 2020.

Here are some **examples** of how an evening office schedule may look. Each of these examples would allow the employee to work from 8:00 a.m. to 2:00 p.m. on Fridays.

1. Work 8:00 a.m. to 4:00 p.m. Monday through Thursday. On Thursday evening, hold office hours from 6:00 p.m. to 8:00 p.m.
2. Work 8:00 a.m. to 4:00 p.m. Monday through Thursday. On Wednesday evening, hold office hours from 7:00 p.m. to 8:00 p.m. and on Thursday evening, hold office hours from 7:00 p.m. to 8:00 p.m.
3. Work from 8:00 a.m. to 4:00 p.m. Monday through Thursday. Hold office hours from 6:00 p.m. to 6:30 p.m. on Monday, Tuesday, Wednesday, and Thursday evenings.
4. Work 8:00 a.m. to 4:00 p.m. Monday through Thursday. Hold office hours on Saturday morning from 10:00 a.m. to 12:00 p.m.
5. Work 8:00 a.m. to 4:00 p.m. Monday through Thursday. Hold office hours on Sunday afternoon from 1:00 p.m. to 3:00 p.m.

Student Instructional Hours

Our goal for instruction is to be as flexible as we can in providing instructional resources and materials that guide our students and their families through online learning. We want to engage learners in meaningful learning activities not only seat time online on a device.

Guidelines for the total time spent on distance learning activities are as follows:

- Grades 6-12: about 3 hours daily
- Grades 3-5: about 2 hours daily
- Grades K-2: about 1 hour daily

Daily Staff Schedule Framework

The following schedule for certified staff provides guidance on what a daily instructional schedule may look like.

Daily Schedule Example

- 8:00 to 9:00 - Prep
- 9:00 to 11:00 - Online time with students, 5-10 minute mini-lessons, student activity, student support
- 11:00-12:00 - Lunch
- 12:00 to 2:00 - Office Hours for parent or student contact, student feedback on assignments
- 2:00 to 4:00 - Planning time, meetings, team collaboration, student feedback

Paraprofessionals and support staff will work their assigned number of hours each day school is in session. The following roles and responsibilities may be assigned:

- assisting with parent/family contacts;
- assisting and supporting student learning activities;
- providing additional support or resources for students;
- provide re-teaching mini-lessons for a small group;
- providing online “office hours” to provide assistance to students as needed;
- provide scheduled online assistance in coordination with classes in which they have provided support when school was in session;
- provide virtual proctoring or support for assessment;
- preparing or creating materials; and/or
- other activities per principal guidance.

We ask that all staff review the following recommendations from the CDC regarding COVID-19:

- [Six steps to prevent COVID-19 \(CDC video\)](#)
- [Symptoms of COVID-19 \(CDC video\)](#)
- [How to Protect yourself at Home - COVID-19 \(CDC\) Website](#)
- [What to do if you are sick \(CDC\) Website](#)