

Overarching Guidance

As of Tuesday, March 17, 2020, the District will only perform the following critical functions at the Administration Center. All other functions of the administration center and schools should be, to the greatest extent possible, performed remotely. Other guidance has been developed and communicated with school-based licensed and classified staff; however, all questions about the applicability of this memo should be directed to your supervisor.

Social Distancing Guidelines at the Workplace:

- Avoid in-person meetings.
- Use online conferencing, email or the phone when possible, even when people are in the same building.
- Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible. Bring lunch and eat at your desk or away from others (avoid lunchrooms).

The following critical functions may require a physical presence in the workplace to perform duties. Supervisors will determine which staff will need to work on-site.

- Business Office
- Human Resources
- Custodial and Maintenance Services
- Technology Services
- Office of School Performance
- Communications
- Transportation
- Security
- Nutrition Services

All district buildings are now closed to the public until further notice and employees will make arrangements with their supervisor to work remotely from home if possible. While physical facilities are closed, the operation of some services will continue in a hybrid and/or remote work environment. All personnel who support the critical functions listed above will report to their supervisors for specific tasking.

All employees (Licensed, Classified, Supertechnical, Administrators) will continue to be paid and receive benefits at this time, except for staff using OFLA/FMLA leave prior to March 16. Staff may be able to access available sick leave or other leaves at the discretion of their supervisor.

All employees working from home will adhere to the following:

- Be available by phone or email so that they can be contacted by their supervisors. The District will continue to provide guidance to all employees through their supervisors. Supervisors should make arrangements to find the best way to communicate with staff.
- Submit requests to your supervisor for any IT applications that you need to work from home. We ask that you remain flexible as we prepare applications that may require additional security measures.
- Continue to submit any leave requests using the Absence Management System.
- Employees and teams are expected to adhere to their current daily work schedules unless they are accessing some type of leave (paid or unpaid).

Department Specifics

Office for School Performance

- Executive Directors will check-in with Principals electronically and via phone.
- Principals will engage in their work remotely, communicating with their staff and administrative teams.
- Building administrators will be accessible electronically and via phone.
- Coordinators will communicate with their teams and be accessible electronically and via phone.
- March 30, 31 will be considered work days for staff - time to plan and prepare for distance learning which will begin on April 1.
- Administrators will engage in their work remotely, communicating as an admin team through daily, virtual check-ins with one another and all necessary staff.
- Administrators will be accessible to all staff via email and phone.

Technology Services

Building level tech support staff will continue to provide services remotely and on-site in preparation for the distribution of digital devices and related components. District Technology Services will continue to provide services remotely and on-site.

- Network Connectivity
- Telecommunications
- Core systems availability
 - BusinessPlus (IFAS)
 - Google
 - Outlook
 - Synergy
 - Department Apps (HR Center, Transportation, etc.)
 - Technology support
 - Help Desk

Communications

- Maintain communications to all stakeholders
- Handle constituent calls (call forwarding)
- Monitor and update social media
- Update HSD website

- Conduct virtual department check-in

Security and Campus Patrol Monitors

- Security Patrol Monitors and Campus Security staff will receive guidance from the Security Supervisor for work assignments in collaboration with principals.
- All security related matters, issues or concerns should be addressed with the Security Supervisor; a determination will be made on how to proceed.

Maintenance and Custodial

- Critical functions are the protection of the District's real property. Custodial team will receive direction from their supervisors. We are operating under guidance of Governor Brown that schools will reopen on April 29 by cleaning and disinfecting. We are also actively supporting Nutrition Services meal service and delivery to school sites from March 16-20, March 30-April 28.
- Supervisor of Custodial Services will check in with building level custodial teams periodically.
- Maintenance trades will provide routine on-site and remote inspections and repairs for any issues.
- Purchasing and receiving of cleaning supplies and repair parts is a critical function.

Nutrition Services

- Nutrition Services critical function is providing meal service March 16-20, March 30-April 28. We are operating under guidance of Governor Brown that schools will reopen on April 29th.
- Classified Nutrition Services school staff assigned to work at designated meal service sites will report.
- Administrator and Nutrition Services Supervisors provide required management oversight when providing meals and will report.
- Nutrition Services supervisors will check in with each serving site daily.
- Nutrition Services central office classified staff will work and remotely as needed. They will follow general work from home guidelines.
- Nutrition Services classified accounting staff needed for in person functions will only report if needed and will communicate with the Administrator prior to coming into the office.

Transportation

- Student routing will continue on-site.
- Bus Driver training will continue with personnel on-site on a limited basis.
- Bus repair & maintenance will continue with mechanics on-site.
- Transportation meal delivery routes will be updated as needed.
- As the plan continues to develop, employees will be notified with the location & time of their assignment.
- Each bus will be staffed with the driver, and 1 or 2 Transportation Assistants per bus as determined by route collector stops.
- Meal delivery to bus stops (April 1-28)

Human Resources

- Staffing - This work will continue with a hybrid model depending on task and role; much of this work can be accomplished remotely. Some will require staff to work on-site.
- Hiring - Current hiring in process (posting, interviewing, job offers) will continue. New hiring for essential positions may happen with adjustments made to minimize face-to-face meetings or gatherings larger than ten.
- Discipline - Discipline work will continue but may be prioritized. Routine meetings for performance plans and non-urgent discipline may be paused. Investigations that can take place without face-to-face meetings may continue. Google Hangout or Zoom may be used.
- Complaints - District complaint timelines need to be reviewed by legal counsel with guidance forthcoming.
- Labor Management Relations/Contract Negotiations - Critical communication will continue with our employee associations and will be undertaken with non-face-to-face means.
- Support to Principals and other leaders - Meetings and communication can take place remotely and with assistance from technology such as Google Hangout or Zoom.
- Communication - Can be done remotely.
- Encourage staggered schedules for those who must work on-site. Also achieve physical distancing by moving some workstations to other administration center sites such as some of the empty cubicles.

Business Office

- Where possible, all staff will have the availability to work remotely.
- Some critical functions in the areas of accounts payable, payroll, finance, purchasing and budget will require a physical presence at the office.
- When a physical presence is required, physical social distancing will be expected.
- Required meetings can take place remotely where possible.
- Supervisors will engage in their work remotely when a physical presence is not required and will communicate with staff through telephone, Google Hangout or Zoom.
- Risk Management - Continue life/property/environmental health safety planning.
- Benefits support - Some benefits support that has an urgent impact will be critical and, therefore, will continue with on-site staff support. Non-urgent benefits questions and requests will be addressed remotely.
- Confidential information will be accessed over the secure network using district devices. Devices must have all updates complete to minimize exposure to data theft. Hard copies of confidential information will not be accessed off-site.
- Staff will work with supervisors for additional training, networking, and project development as needed.
- Staff will work with supervisors to access available leave time if necessary.