

March 26, 2020

Dear HSD Staff,

I hope this letter finds you all safe and healthy.

As you know, the Governor has extended the closure of schools across the state through Tuesday, April 28, 2020, as one of the protective measures to slow the spread of coronavirus.

Numerous questions have arisen about what this means for staff. Separate letters regarding work expectations will be sent out to members of HEA and HCU from myself and union presidents. Yet another letter will be sent to administration center staff from our Human Resources department.

Per the Governor's orders, if you are not considered an "essential staff member" and are able to work from home, you should. If you cannot work from home and are not among those considered at risk for severe illness from COVID-19 (see the [CDC's guidelines](#)), you may report to the building; however, please communicate your intention to your building administrator so they can ensure there are no more than 25 people in the building at any given time, and that appropriate social distancing can be maintained.

We have created a very [simple survey](#)* regarding staff members' personal circumstances and underlying medical conditions that may make physically reporting to work and/or working from home difficult. This will assist us in determining which staff members may be available for specific tasks that buildings may need completed. Please take a moment to complete this survey. (*Please note that the District will adhere to Board Policy and contractual agreements around confidentiality when accessing survey responses.)

Our Teaching and Learning team has created guidance for staff around [distance learning](#), as well as an [outward-facing website](#) where students can access learning materials. Click on the [Staff Support](#) link on this website for resources, tutorials, and more (please note that this site is still under construction - information is being added continually).

Attached to this e-mail is the letter that is being shared with all families today. Please review this letter to see the current information we have on a variety of topics, including meal distribution, distance learning, and more.

We are creating a Staff FAQ document that will be added to the Staff Resources area of our coronavirus webpage (www.hsd.k12.or.us/coronavirus). Please look for that by the end of this week.

Thank you for your patience and understanding during this unprecedented time. We are all in this together and will get through it as a team. We look forward to “virtually” welcoming you back on Monday, March 30.

Respectfully,

Mike Scott
Superintendent