
[4j_priority_mail] Back to Work: Looking ahead to after spring break

From : Kerry Delf <delf_k@4j.lane.edu>

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Sender : 4j_priority_mail <4j_priority_mail-bounces@4j.lane.edu>**Subject :** [4j_priority_mail] Back to Work: Looking ahead to after spring break**To :** 4j priority mail <4j_priority_mail@4j.lane.edu>

Good afternoon, 4J team.

We hope you are well and taking good care of yourselves and families during this unsettled and uncertain time. Thanks for giving your attention to another long email, including information about employees on standby, work assignments, and communication methods.

Our entire community is planning for a new normal. In 4J we are preparing to return from our regularly scheduled spring break and continue providing essential services to our students, families and community, in ways that look quite different from our normal school days.

We have some things to be thankful for. While school employees are *all* essential workers and that may feel both gratifying and hard right now, we can be thankful that we have our jobs and our paychecks, unlike many in our community. We're thankful for each of you and your contributions to our team during this extraordinary crisis. We are all on the same team, we are all in this together, and we will all come through this crisis together as a team.

Our hearts are with our staff who are at increased risk or caring for loved ones who are, the children in our community who cannot come to school, and our local healthcare providers who bear the burden of any health crisis and are facing increasingly long hard days. We know this is a stressful time and have extended our [Employee Assistance Program](#) to all 4J staff to support you. To access this resource call 866-750-1327 or visit [MyRBH.com](#), and use access code OEBC.

We Are Essential Personnel

Next week we are moving from an emergency school closure to modified operations. You may have wondered how Governor Brown's "Stay Home, Save Lives" Executive Order impacts our operations in 4J. The answer is very little. In particular, it does not mean that all 4J employees will stay home.

Schools are considered essential services in our community. The governor was clear—the way we can continue to pay people is to provide essential services in this time of unprecedented crisis. If we cannot meet these requirements, we are at risk of losing funding and will no longer be able to continue pay for our employees.

We are all—each one of us—essential personnel, and we need every one of us doing as much as we can for the good of all our students, families, staff and community. For many this will be working from home, and for others it will mean we need you to come in to work on-site. The district will call staff back to work as needed, in particular to fulfill the Governor's directives for school districts:

1. Deliver supplemental education
2. Provide school meals
3. Provide supplemental services and emergency management services including but not limited to childcare
4. Develop plans for operation of essential, non-education services, including food service to our students and families

5. Continue to regularly pay employees, and require school employees to report to work as needed to assist with the provisions of supplemental services and emergency management activities.

Calling Employees to Work

All 4J regular staff are continuing to be paid and are expected to remain available for work unless on leave. In the coming weeks, we will need our 4J employees to work to ensure we are meeting the requirements of the Governor's Order and continuing operations. Please understand that in this emergency you may be tasked to do something different from your usual work.

Employees have already been working to assist with the preparation and delivery of meals, support of childcare services for emergency personnel, development of home learning enrichment activities, warehouse deliveries and more. Many others have been continuing their usual work from home.

Licensed: Next week, after spring break, licensed staff will work with their administrators, the Instruction Department and each other to prepare to provide supplemental learning for all students starting the following week. Teachers should work remotely from home if possible during this time. Some teachers will need to come to school to gather materials needed to work remotely, or may be unable to work at home and will need to work in the classroom, with strict adherence to social distancing requirements. If this is necessary, please contact your administrator to coordinate your time on-site.

Administrators and Supervisors: School administrators will work on-site during certain access hours and coordinate with teachers and staff who will be on-site as needed. When not needed to be on-site, administrators are working remotely.

Classified: Classified staff will work remotely when possible and on-site as needed and as assigned.

All employees not on an approved leave of absence, and not actively assigned to work, are considered to be in "standby" status. This means all staff are expected to remain available for work, stay tuned in to communications from the district office and supervisors, and respond promptly to work-related communications from your supervisor when you are contacted for work assignments.

Your administrator or supervisor will contact you directly to assign you work. This may be working remotely from home ("telework") or reporting to a district work site. In the event you are assigned to work on-site, please help protect yourself and others—everyone must adhere to guidelines for social distancing, hand and respiratory hygiene, and the use of disinfectants.

Flexibility in Assignments

During this unprecedented time, you may be asked to perform work outside your regular assignment. Our employee association partners understand and support the need to ask employees to be flexible in work assignments. We want to thank you in advance for your flexibility and professionalism. Already a large number of staff have offered to support tasks outside of their regular duties.

Leaves of Absence

Employees currently on an approved leave of absence will not be assigned work while on leave. Additionally, some of our staff may need to access leave due to COVID-19. Human Resources will work with employees in need of support. Your administrator or supervisor will refer your name to HR for support as needed. Employees may also contact HR_leaves@4j.lane.edu with any questions.

Methods of Communication

Your supervisor and the district will primarily communicate with you via phone and district email. The district or your supervisor may also send brief messages to staff with essential communications via text message. To provide another way to effectively reach all of our 4J team members, we have updated phone numbers in employee records and enabled text messaging to staff in the SchoolMessenger system (a.k.a. the autodialer).

For staff in standby status who may not be accustomed to checking email from home, this is a change: please do check your 4J email regularly, at least twice a day in the morning and afternoon. (You can access your 4J email in a browser on your smart phone or other device—go to the district website www.4j.lane.edu, and in the black menu at the top of the page, click Staff>> and then Staff Email.) If you don't have any way of accessing email from home, please work with your supervisor to establish an appropriate and effective manner of communication.

Returning Supervisor Communications

Please stay tuned in to communications from your supervisor and the district office and respond promptly when you are contacted for work assignments or work-related questions. While on standby, during your regular working hours, you'll be expected to respond to any call or email from your supervisor within 30 minutes if not immediately. Although your supervisor will strive to provide as much advance notice as possible, please be prepared to be called upon to report to work at any time.

While we expect all of our staff can and will stay tuned and ready to report when on standby, we'll say this for the record: failure to respond to communications from your supervisor or report to work when directed will be referred to Human Resources and may result in disciplinary action up to and including termination of employment. Again, we expect every member of our 4J team will respond appropriately to supervisor communication and work assignments, so we don't expect this to become an issue.

If you have questions, please contact Human Resources at hr@4j.lane.edu.

Working On-Site: Tips for Success

- Please coordinate with your supervisor if you are not assigned to work on-site and believe you need to stop by or come in to work.
- Before working on-site, it is strongly suggested that you take your temperature. Do not come to a school or district site (or anywhere else) if you have a temperature over 100.4°.
- Enter only through the main entrance and sign in and out (bring your own pen or pencil!).
- Follow social distancing protocols, avoiding other people where possible and staying no less than 6 feet apart.
- Wipe down your work station with disinfectant at the beginning and end of use.
- Unless assigned by your supervisor, please avoid any childcare areas and meal service areas that may be operating at your school sites.

These are indeed challenging times, and we appreciate your fortitude, forbearance and flexibility as we shift to the "new normal." We are confident that with our collective efforts, 4J will not only support our students, families, and colleagues through this ordeal, but will have a positive impact for the Eugene community as a whole.

Take care of yourselves. Be kind to each other. Go Team Eugene!

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