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**[princi\_elem] [principals] IMPORTANT: Various Updates for Managers, Supervisors and Administrators**


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**From :** Karen Hardin <hardin@4j.lane.edu>

Tue, Aug 11, 2020 01:44 PM

**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu>

**Subject :** [princi\_elem] [principals] IMPORTANT: Various Updates for Managers, Supervisors and Administrators

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Good Afternoon All -

The purpose of this email is to provide updates and reminders regarding a number of important topics. Some relate to ALL supervisors, while others are specific to school based administrators. Please take time to read them all so that you are aware of recent decisions and updates. Do not forward this email to staff. *(For those of us that have been here a long time, remember the brain research stuff....different colors to get you to see separate topics!)*

1. HR has established a **Google Site: COVID-19 Resources and Supports**. You all will receive an invitation to this site this week. This will be the location for documents to support protocols and processes across the district. As items change or are updated, they will be uploaded into this site for access.
2. The district is working to establish **telework** agreements and process for both OSEA and EEA members. As we finalize these details, we will be meeting with Managers, Supervisors and Administrators to review the details. Additionally, discussions are underway about telework as it may pertain to MAPS members.
3. Remember that our buildings are closed to staff until **August 17** (previously communicated in an email to all staff from the Superintendent). After August 17, encourage staff who wish to come in early, to come during normal business hours. This assists our custodial teams and allows for more careful contact tracing and adherence to protocols.
4. We continue to get asked questions about **volunteers and visitors** accessing our buildings. Remember, at this time, until further notice, all our facilities are closed to volunteers and visitors. We will provide clear communication when we are able to open our doors again to using volunteers and allowing visitors. Remember that you will need to provide parents wishing to register students an avenue for contacting the office and setting an appointment to register their students.
5. We understand that historically staff may have had **family members** help them set up their classrooms or work spaces. Unfortunately, this is not possible this year. Remind your staff, family members are not allowed on our sites at this time.
6. We have received a number of questions about **staff bringing children** into buildings while they are working in their classroom, office or location. While we acknowledge childcare is a significant issue for our employees, we are not allowing staff to bring their children to work (this decision is also in line with the previous points about visitors and family members).
7. The district is still in a **hiring freeze**. We are evaluating EVERY requisition to determine if we will hire. Our hope is we are able to provide work for all our current staff during CDL. With that in mind, we will be more cautious about approving all requisitions. Specifically related to EA's...we will NOT be hiring any general education EA's. Both Title and SSD EA requisitions will be evaluated on an individual basis.
8. Many of you have current procedures related to **employees who are calling in sick**. You may allow staff to call the "office staff", email, or simply enter the absence into Absence Management. It is critical that you alter your process to ensure that if/when staff are experiencing COVID related symptoms they directly contact their supervisor. We cannot afford to have this essential communication drop or stall. Supervisors will then be required to contact Dawn Strong. This is an important procedure that will need you to reevaluated your

current practices and make necessary changes. If they are sick and it is NOT potentially COVID related, they can continue to use the previous process established.

Thank you all for your careful attention. If you have questions, please contact me or your supervisor for additional guidance.

If you believe I have failed to send this to any Manager, Supervisor or Administrator, please let me know so I can provide them this information directly.

Be well, be safe.

~ Karen

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