TO: All Staff  
FROM: Eric Knuth, Superintendent of Schools  
DATE: March 16, 2020  
RE: COVID-19 Break – Work Schedule

| Teachers, Reading Specialists, Speech, OT/PT | - Work from home as of March 17, 2020 until further notice.  
- You will have access to the building from 8:00-12:00 until Friday, March 20, 2020.  
- Continuity on Learning.  
- Prepare materials as necessary.  
- Check emails daily for updates.  
- Be available for students to assist them or answer questions via email or online methods. |
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| Psychologists, Counselors & Social Workers, School Security Officers | - Work from home as of March 17, 2020 until further notice.  
- You will have access to the building from 8:00-12:00 until Friday, March 20, 2020.  
- Check emails daily.  
- Make yourself available to our students on a daily basis (email, phone calls, etc.) |
| Food Service | - Modified hours  
- Prepare food to be picked up “grab and go” and for delivery to students.  
- Schedule will be created by supervisor. |
| Teaching Assistants, Teacher Aides | - Work from home as of March 17, 2020 until further notice.  
- Check emails daily |
| Nurses | - Work from home as of March 17, 2020 until further notice.  
- Check emails daily.  
- Be available this week Tuesday March 17-Friday March 20 8:00-12:00 by appointment if families need to pick up medications. |
| Bus Drivers, Bus Mechanics | - Modified hours  
- Deliver food (as necessary)  
- Schedule created by supervisor |
| O & M                          | - 20 hours per week.  
|                               | - Schedule will be created by supervisor.  
|                               | - Clean and sanitize buildings.  
|                               | - Deliver food (as necessary).  |
| Clerical, Business Office, Technology | - 20 hours per week 8:00-12:00 M-F  
|                               | - Answer phone calls.  
|                               | - Check emails daily.  |
| Administration                | - 20 hours per week 8:00-12:00 M-F  
|                               | - Attend weekly meeting Mondays @8:00am.  
|                               | - Expectation – check emails daily; available outside 20 hours to take phone calls/ meet as necessary.  
|                               | - Expectation – someone should be in the office every day.  |
| School Based Health Center    | - ***Closed until further notice  |

*Teachers will have access to our buildings from 8:00-12:00 only until Friday March 20, 2020.  
*All items above are subject to change. Updates will be emailed and/or posted on our FAQ link on our district website.