



Altmar-Parish-Williamstown Central School District

District Office



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www.apwschools.org

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	<ul style="list-style-type: none">- 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.
Psychologists, Counselors & Social Workers, School Security Officers	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- Work from home as of March 17, 2020 until further notice.- Check emails daily
Nurses	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- Modified hours- Deliver food (as necessary)- Schedule created by supervisor

O & M	<ul style="list-style-type: none"> - 20 hours per week. - Schedule will be created by supervisor. - Clean and sanitize buildings. - Deliver food (as necessary).
Clerical, Business Office, Technology	<ul style="list-style-type: none"> - 20 hours per week 8:00-12:00 M-F - Answer phone calls. - Check emails daily.
Administration	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - ***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.