



Memorandum

To: All Staff
From: Christopher Miller, Ed.D., Chief of Human Capital
Date: December 18, 2020
Re: Returning to Work (COVID-19)

Thank you to all of our staff for your resiliency and flexibility through the COVID-19 health crisis. As we prepare to reopen for in-person teaching and learning, please find return to work guidance. **These guidelines will be subject to change and adaptation as public information and needs shift.**

| Staff | Date | Return to Work On-Site |
|--|-------------------|---|
| <ul style="list-style-type: none"> Assigned Specialized Special Education, Related Service Provider Staff* Special Area Teachers & Service Providers at Open Locations, if students in person* Related School-based ASAR Staff at Open Locations* | December 9, 2020 | Schools open to afford staff access for visiting classrooms for any needed set up or care. Teachers may also teach remotely from classrooms. |
| | January 4, 2021 | Required return to work ONLY for staff working with students on-site. Remote work on Wednesdays. Students engage in remote learning on January 4. |
| | January 5, 2021 | Start date for specialized special education students who elect to return to learning on-site. |
| All PreK-6 Staff | December 18, 2020 | Schools open to afford staff access for visiting classrooms for any needed set up or care. Teachers may also teach remotely from classrooms. |
| | February 3, 2021 | Required return to work ONLY for staff working with students on-site. Remote work on Wednesdays. |
| | February 8, 2021 | Start date for PreK-6 students who elect to return to learning on-site. |
| All 7-12 Staff | December 16, 2020 | Schools open to afford staff access for visiting classrooms. Teachers may also teach remotely from classrooms. |

*Locations: Schools #4, #5, #12, #15, #28, #29, #33, #42, #45, #53, #58, RISE, Edison, Wilson Foundation, Wilson Commencement

We understand COVID-19 has real consequences and effects on our community and many of you individually. It is our goal to partner with our unions, leaders, and staff to continue providing necessary services to our community while guarding our staff against difficult financial, mental, physical, and health-related stressors. Transitions are not always smooth. We ask for your patience and partnership as we navigate these difficult decisions together. Nonetheless, we promise to continue this dialogue and partnership throughout this difficult time, and to work with each of you individually to ensure we meet this goal. We will continue to learn, adapt, and overcome together. Below, we have compiled guidelines and information aimed at providing you with a safe, healthy workplace during this time of difficult transition.

Do you need an accommodation?

In the event that you have an accommodation need and have not yet contacted the Office of Human Resources Benefits Team, please ensure you do so as soon as possible: Benefits@rcsdk12.org (585) 262-8206. If you have previously submitted a request for accommodation, the team is working to engage you in the interactive process and will reach out to you, if not already engaged. **We are continuing to follow up with staff that have submitted requests and have set final deadlines of December 22 for Phase 1 and January 6 for Phase 2 staff to respond. If you need an accommodation, please contact the Benefits Team in the Office of Human Resources prior to these dates.**

Health and Safety Reminders

- **Complete the RCSD Daily Health Questionnaire** confirming your readiness to work, whether you are working on-site or at home. Daily monitoring of one's health and well-being prior to coming to work can aid in early detection of infectious disease and is an effective measure to prevent community spread of COVID-19. This questionnaire is emailed to you daily.
- Those staff on-site must **wear face masks** in shared spaces, including when in hallways, common areas and spaces and if in a shared space or office. Staff who work in roles that interface with the public or other staff must wear face masks and coverings. Please ensure that face masks are worn properly and cover both your nose and mouth. In the event that an employee needs a mask or face covering, one can be obtained through your supervisor.
- **Personal protective equipment (PPE) is available at school sites** and will be in individual classrooms when students are present. Classroom **furniture is arranged to comply with current safety parameters—do not adjust.**
- **Avoid in-person meetings** even when visiting a work location or on-site. **Use email, teleconference or phone calls** to communicate as needed.
- **Unavoidable in-person meetings should be short and in a large space** where people can sit six feet apart from each other; avoid shaking hands or any other contact.
- **Check in with your supervisor should you have any additional or new needs.**

The effects of the pandemic have caused great and varying stressors on each of us. Depression, financial challenges, health concerns and anxiety are some of the realities we have collectively faced during this time. These pressures will undoubtedly continue now, when we reopen and as we each learn to adapt in this new environment. To help minimize some of those stressors, the following information will help to aid you during this time. Please consider making use of our employee assistance program.

Employee Assistance and COVID-19 Resources

- NexGen Employee Assistance Program (EAP)[®] is no-cost, 24/7 confidential solutions to life's challenges. Whatever the issue, your EAP program can help sort it out. The program is provided free of charge and offers someone to talk to and resources to consult whenever and wherever you need them, 24 hours a day, seven days a week. Email www.nexgeneap.com Member ID Number: 99037010 Group ID: 9045 or Call 1-800-327-2255
- Office of Human Resources Benefits Team Benefits@rcsdk12.org (585) 262-8206
- Health Concerns: Centers for Disease Control and Prevention (CDC) www.cdc.gov
- New York State Department of Health www.health.ny.gov
- Monroe County Public Health Department COVID19@monroecounty.gov (585) 753-5555
- COVID-19 Testing Sites: <https://coronavirus.health.ny.gov/covid-19-testing>