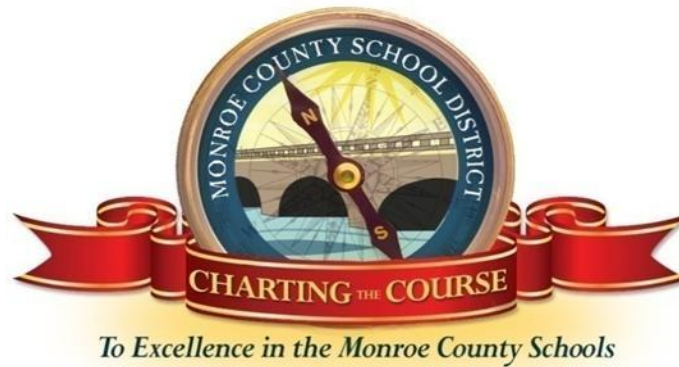


MARK T. PORTER
Superintendent of Schools



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DR. SUE WOLTANSKI

March 18, 2020

TO: All Staff of the Monroe County School District
FROM: Dr. Ramon M. Dawkins, Executive Director Human Resources
SUBJECT: CORONAVIRUS UPDATE: GUIDANCE FOR THE 2019-2020 SCHOOL YEAR

All Staff,

The Priorities...

What are the District's priorities?

The containment of COVID-19 is essential. In line with this the Monroe County School District has set three principal priorities.

1. Health and Safety of all District employees, student, faculty and staff
2. The institution of learning for those we serve
3. Compensation in uninterrupted fashion for all employees

...with this in mind here are a few "Frequently Asked Questions" and responses to offer guidance.

Schools Closure

Will schools open following Spring Break?

- All public and private K-12 and career and technical center campuses are closed through April 15, 2020.
- There will be an information update published from the Superintendent's Office and an additional item from the Department of Teaching & Learning that will provide greater employee detail soon.
- Specific training opportunities can also be expected to be shared with you that will offer guidance and inform our instructional staff concerning continued student instruction.

Human Resource Department Virtual Assistance

Will the Department of Human Resources (HR) be open for business?

- Fingerprinting will be temporarily suspended. This service will be rescheduled for all affected prior to the return of the students
 - "In an effort to comply with safety protocols, the Office of Human Resources is not accepting appointments or walk-ins at this time. We are pleased to assist you virtually and by telephone."
 - Those affected by this temporary change will be notified when they may again visit Human resources for services.
- All HR virtual assistances will continue to be availed.

Dr. Ramon M. Dawkins,
Executive Director, Human Resources Monroe County School District
241 Trumbo Road • Key West, FL 33040 • Tel: (305) 293-1400 ext. 53330 • Fax: (305) 293-1429
www.KeysSchools.com

American Disabilities Act (ADA) Accommodations

How will services be provided for those that require ADA accommodations?

- ADA services that require hands-on assistance will be temporarily suspended.
- Once, reinstated all services and commensurate benefits will be available without penalty

Teachers

Are teachers scheduled to take certification-related examinations expected to test during this time?

- Teacher examination centers will be closed for the next 120 days.
- Any staff incurring exam fees for teacher certification-related examinations for the next 120 days, can expect that their late-fees will be waived.
- Test takers who were unable to take an exam due to test site locations closing will be granted an extension to meet requirements.

Mass Gatherings and Community Events

What will be done about any scheduled mass gatherings scheduled by the school district?

- Commissioner Corcoran urges adherence to the CDC's guidance for higher-risk populations by cancelling any mass gatherings, community events and extracurricular activities, including sports of more than 10 people in a single occupied space at any educational program, school readiness, voluntary prekindergarten, public and private K-12, career and technical centers, and public and private colleges and universities.

If you're not feeling well...

What if I am not feeling well?

- Stay home until you are symptom free. If necessary, contact a medical professional as appropriate.
- If you feel worried or stressed, reach out to Employee Assistance Program (EAP) immediately.
- If you question whether you may have contracted the coronavirus or if you just have questions please contact (866) 779-6121.
 - This is a 24-7 Hotline supported by the Florida Department of Health.

What about compensation?

How will my pay be affected by the school closures?

- The District is making every effort to assure all employees are kept whole during this time and beyond.
- All employees may expect to be compensated without interruption during these times.

Employee Assistance Program (EAP)

Will the EAP program continue to be available to employees?

- Yes, the EAP program will be available as needed by all employees.
- A flyer is attached for your convenient reference.

Thank you.

Dr. Ramon M. Dawkins
Executive Director, Human Resources
Monroe County School District