



Schuyler Community Schools
ALL STAFF Meeting: Return to Learn Protocols
Thursday, March 19, 2020 8:00 AM
Schuyler Community Schools Board Room
120 W. 20th Street
Schuyler, NE 68661-2400

I. Discussion Items



**Colfax County Emergency Management
Mark Arps, Emergency Manager
Michelle Evert, Deputy Emergency Manager
466 Road 10
Schuyler, NE 68661**

To: All Press Outlets

From: Mark Arps, Colfax County Emergency Manager
Michelle Evert, Emergency Manager, City of Schuyler

Date: March 18, 2020

RE: Coronavirus Update

There are no cases of COVID-19 (otherwise known as the Coronavirus) in Colfax County. Test kits for Coronavirus are not yet available in Colfax County but limited test kits are available in the State of Nebraska if needed.

The public is asked to shelter in place and stay at home.

At the present time testing is prioritized as follows:

1. People over age 65 showing symptoms;
2. People with ongoing health issues that place them in a higher risk showing symptoms;
3. Those employed in the medical field; and
4. First responders including EMT's and law enforcement.

Colfax County is issuing a disaster declaration to include all cities, villages, schools, utility companies, first responders, fire and rescue departments, power providers, and hospitals.

The Colfax County Courthouse and Schuyler City Hall will remain open to the public at this time BUT before coming to the Courthouse and City Hall please contact the office you intend to visit to make an appointment. The telephone number to all offices in the Colfax County Courthouse is (402)352-8500. The telephone number for Schuyler City Hall is (402)352-3101.

With limited exceptions no more than ten (10) people are allowed to congregate or be together in one location at the same time. This rule applies to public buildings and offices such as the Colfax County Courthouse and Schuyler City Hall. If more than ten (10) people are in the same location at the same time, please leave the location and call to make an appointment at a later time to return. This rule applies to all public and private gatherings.

If you are aware of anyone over the age of 65 or anyone with ongoing health issues who may need extra assistance, or who officials need to check on periodically, please provide their name, address and telephone number to (402)352-7958.

If you have any questions regarding medical symptoms of the COVID-19 please dial 211 on your telephone. If your symptoms warrant you will be referred to a local COVID-19 testing facility.

If you are a businessowner or member of the public with general questions regarding Colfax County or the City of Schuyler's COVID-19 response please call (402)352-7958.

This pandemic can last up to eight (8) weeks or more.

specified (185). However, in our zoom meeting on Tuesday night with the Perry Law Firm, we discussed the option of "administrative leave".

Due to the required 14 day mandatory quarantine and possible isolation for sick individuals associated with COVID-19, the superintendent is granted authority to institute an "**administrative leave**" period of 80 hours (10 Days). This makes sense as the 14 day required leave equates to 10 working days and two weekends. In order to be fair with all employees, I plan to recommend to the board of education 80 hours of administrative leave to ALL EMPLOYEES. All employees not working on Wednesday will have 9 additional days of leave they can use if they are required to be isolated or quarantined. Any additional required leave will be considered on a case by case basis. If you are sick or need to be home, you may access your remaining PTO and Sick Leave.

*All staff needs to be aware that reduced hours (hours without pay or leave) could affect their eligibility for health insurance benefits and retirement hours toward full-year credit. **Health Insurance:** Minimum of 30 Hours **Retirement:** Minimum of 20 Hours

4. Thursday and Friday Teachers and Support Staff Assignments:

- a. **Thursday: All staff zoom meeting with Superintendent:** Tech staff will work to make sure your staff will be divided into small work groups 10 or less while practicing "social distance".
- b. **Disinfect the Building:** Work with custodial staff to disinfect the building to create a safe and positive work environment
- c. **Complete COOP Requisitions:** Work on completing Coop Requisitions for 2020-21 school year. Deadline is April 1st, but if we can move that deadline up, it gives administration and business office time to work with staff requests.
- d. **4th Quarter Curriculum Review:** Teachers need to prioritize course requirements and focus on skills, vocabulary, course expectations needed to prepare students to be more successful at the next level.
- e. **Week of March 23-27:** Administrators will meet on Friday afternoon to discuss work for the week of March 23-27. Requirements change by the hour. We will hopefully know by Friday afternoon if there are further restrictions or allowances for meeting the complexity of payroll, benefits, and requirements.
- f. **Enrichment vs. Education:** During the closure, K-8 programs will be "enrichment". 9-12 courses will be education. Enrichment programs cannot be graded, provided to build skills and engage parents in their child's education. 9-12 courses will be graded and full credit (5 credits) given for satisfactorily completed work. If students choose not to complete work, they will receive 2.5 credits for 3rd quarter passing grades. This is extremely important for Seniors needing credits for graduation.
- g. **Special Education:** Darli Vrba is working with ESU 7 to make sure we are in compliance with required special education services and timelines. Where "enrichment" is done (K-8), special education service requirements are at a lesser level of compliance than if the programs were provided as "education" requirements.
- h. **Paid Breaks throughout the workday:** We will increase the lunch break from 30 minutes to 1 hour. We are required to deduct 30 minutes from the support staff hours, but will allow up to 60 minutes due to limited options and restaurant capacity. In addition, we will also support a one hour per day mental health/physical health break. This can be taken as coffee breaks, walking, reading, etc... for a total of one hour per day.
- i. **Disaster Declaration:** Colfax County has issued a disaster declaration to include all cities, villages, schools, utility companies, first responders, fire and rescue departments, power providers, and hospitals. See attachment below.