

To: All Employees
FROM: Freshwater Ed District Administration
DATE: 3/26/2020 - #5
RE: Coronavirus 2019 and Your Role as a Staff Member:

This communication provides **updated information** regarding Freshwater Education District's response to COVID-19. We acknowledge that our staff have questions and concerns.

First, thank you for continuing to do your part to help control the spread of COVID-19 and assist with community mitigation efforts and social distancing. The COVID-19 situation continues to evolve, and we are monitoring things very closely.

****Please continue to bring your questions and concerns to Administration****

UPDATES 3/26/2020

- Freshwater will now be providing distance learning from March 30th to April 30th, 2020.
- The attached documents provided information on the use of sick leave. There are different types that can be used depending on the situation and dates.

UPDATED 3/25/2020

- Distance Learning will start Monday, March 30th thru April 30th. Schools will be required to continue to provide meals and follow the Distance Learning Plan
- Governor Walz has ordered the public to be "Stay at Home". Educators have been deemed as essential workers.
- Change in requirements for **What if you have a Underlying Chronic Medical Condition:**
 - *Any staff member with a chronic medical condition; please speak to your supervisor will need to supply a doctor's note to their supervisor.*

UPDATED 3/20/2020

- Freshwater Administration has decided to implement next week a rotation of staff working in the building. **The main reason we are doing this, is to promote and follow the suggested "Social Distancing" guidelines.**
 - You will receive a rotation schedule from your Supervisor
 - The week of Monday, March 23, 2020 thru Friday, March 27, 2020, Staff are free to work additional days in the building to complete needed tasks.
 - Effective, March 30th - the full rotation will be in place.

UPDATED 3/18/2020

Planning to travel out of the State of MN OR out of the United States:

- *If you are planning to travel out of the State of MN – Please plan to self-quarantine for 3 days*
- *If you plan to travel out of the country in a Level 3 Area OR on a cruise, please plan to self-quarantine for 14 days of your return.*
 - *Please communicate with your Supervisor of your plans*

Following School Calendar for Non-Student Days and Holidays:

- *Freshwater will follow the 2019/2020 School Year Calendar: if there is a scheduled Teacher Workshop and/or Holiday – food or distant learning curriculum will not be delivered.*

3/17/2020 – Information

Work Schedules:

- *All Staff are expected to be at work;*
 - *If there is a reason you are unable to work, please speak to your supervisor*

If you are age of 65 or older:

- *Staff at higher risk of getting very sick from this illness includes Older Adults of 65 years and older; please speak to your supervisor.*

What if you have a Underlying Chronic Medical Condition:

- *Any staff member with a chronic medical condition will need to supply a doctor's note to their supervisor.*

In the next Eight (8) Days: What to do if you are sick;

- *If you are sick with any of the following symptoms, PLEASE STAY HOME:*
 - *Fever or feeling feverish/chills*
 - *Sore Throat*
 - *Runny or Stuffy Nose*
 - *Cough*
 - *Muscle or Body Aches*
 - *Headaches*
 - *Fatigue*
- *Staff will be required to use leave time; please contact your supervisor if you have any further questions regarding illness.*
- *Freshwater will be following all MDE/MDH Guidelines.*

School Age Care Provided for Educators and Families of Emergency Workers:

- *For more information, please contact Lori Murdock @ 631-3505 Ext 1042*