

To: All Employees

FROM: Freshwater Ed District Administration; Jerry, Lori and Eric

DATE: 4/30/2020 - #10

RE: Coronavirus 2019 and Your Role as a Staff Member:

UPDATES 4/30/2020

Freshwater Health & Safety Procedures: (Requirement/Order by Gov. Walz)

- Effective Monday, May 4, 2020; FED will begin a phase in of a screening protocol for all staff entering our FED Buildings; *Staff will be expected to wear a mask to enter the building and be screened. As described in the COVID-19 Safety Plan you will have your temperature taken and will answer a couple of public health questions. Any employee with a temperature of 100.4 or higher AND/OR answering yes to one of the health related questions will be required to work from home or use appropriate leave time. See COVID-19 Safety Plan* (can be found on the Freshwater website)

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

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

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.

Previous Updates

UPDATES 4/23/2020

Governor Walz's - New Order as of 4/23/2020:

- Per Governor Walz's new order, Students will Not Return May 5th.
- Distance Learning will continue through the rest of this school year.

UPDATES 4/09/2020

Governor Walz's - 4/8/2020 Comments:

- School Districts continue Distance Learning Until May 4th, 2020
- Stay-At-Home extended to May 4th, 2020
- Freshwater staff rotations will continue "as is" until further notice

Families First Coronavirus Response Act (FCCRA) *Please see attached document to this email or can be found on the Freshwater Website under "COVID-19 Information".*

- Paid Leave Entitlements
- Eligible Employees
- Qualifying Reasons for Leave Related to COVID-19

UPDATES 4/01/2020

May 1st & May 4th – DL Days:

- Under the current Governor Order, staff will return to work on Friday, May 1st & Monday, May 4th to plan for school to resume on Tuesday, May 5th. ~~(May 1st & May 4th will be a vacation day for students. (This is the current plan, subject to change by the Governor)~~ May 1st & May 4th are included in the Distance Learning Period.

Traveling Out of State:

- With the upcoming Holiday, please keep in mind if you plan to travel out of the State of Minnesota – *Please plan to self-quarantine for 3 days.*
- FED Admin encourages all staff to use best practice during this time of “Social Distancing”; keep this in mind when making plans of the following examples; traveling to see family, family visiting from other parts of the State; or outside of the State of Minnesota.

UPDATES 3/30/2020

- With the start of Distance Learning today, March 30th, 2020 and running through April 30th, and you really stop and think of what a feat this is, in such a short time, it may be nothing short of a miracle. Your hard work does not go unnoticed by us in administration, by the commissioner of education, and by the public. **You are doing great things!**
- Freshwater will continue to implement some staff rotations during the month of April.
- Under the current Governor Order staff will return to work on Friday, May 1st & Monday, May 4th to plan for school to resume on Tuesday, May 5th.

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*
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- *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*