



CENTRAL CONSOLIDATED SCHOOL DISTRICT

"A Community of Learners Dedicated to Building Lives"

CCSD Administration Complex • Superintendent's Office

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ANSWERS TO YOUR QUESTIONS:

**PLEASE STAY TUNED FOR ADDITIONAL INFORMATION
AND UPDATES AS THEY BECOME AVAILABLE**

HEALTH:

1. Governor Lujan Grisham requests three very simple steps in response to the COVID-19 outbreak:

- a. Wash your hands frequently with soap and water for at least 20 seconds;
- b. Clean "high-touch" surfaces daily with regular household cleaners;
- c. Avoid the sharing of personal household items and when sick, stay home and don't go to work or school.

Our Governor stressed repeatedly during her press conferences that people should limit their contact with others, even their doctors when possible and practicable. Those worried they might have the virus or for other health-related concerns should first call their doctor or the new state hotline: (855) 600-3453. For non-health related concerns please call 833-551-0518.

2. Additional Guidelines to Reduce the Spread of the Virus and For Self-Care:

- Persons with a fever of 100.4 or above should stay home
- Persons with certain medical conditions are at a higher risk for illness and must communicate closely with their medical providers regarding their health
- Persons may consider leaving home when fever free for 72 hours (without fever reducing medication)
- Please minimize participation in large gatherings and note that indoor gatherings of over 100 occupants, including assemblies, programs, or concerts should be postponed or cancelled until further notice.
- Should families travel during spring break outside of San Juan County, the Center for Disease Control and Prevention discourages travel to regions at a status of CDC level 2 and 3 (subject to change). Please refer to [the CDC](http://the.CDC) for the most up-to-date information.

CCSD STAFF

- 1. Who reports to work during school/district closure?** The Governor has cancelled school for the next three weeks. She stated that food services, child care, administrative functions, public safety, school-based health clinics, and behavioral health functions are important and ongoing considerations. These considerations are recommended to be addressed at the local level on a case-by-case basis. As a result, there is no clear direction from the State on who reports to work during school/district closure and this

function is being left up to District's to determine what their local communities need.

- a. During the week of Spring Break, most employees will not report to work in accordance with standard practice and district calendar. The Superintendent and the Board are currently evaluating how to best meet the unique needs of our District regarding meal service and other essential student services and district functions. Duties of designated staff during Spring Break will be identified by the chain-of-command.
 - b. Regarding direction for staffing levels during the remaining two weeks, the Superintendent and the Board are currently evaluating how to best meet the unique needs of our District.
 - c. With respect to both of these above considerations, we will include and collaborate with NEA local leadership in the development of staffing coverage, including identification of essential and non-essential staff. Due care will be taken to address staff safety, wellness, and equity considerations balanced with the needs of our students and community. Additionally, (similar to the concept of in-service activity) consideration will be given on how to maximize telecommuting and other solutions of certain staff to promote strategic planning, professional development, education, student/staff well-being and other efforts that move the District forward. As soon as this information has been finalized, it will be shared with staff and the community. Please note that further direction will be provided regarding what "on-call" means as designated by the Superintendent.
 - d. Overall, maintenance/operation (including maintenance, warehouse, custodial, and food services) staff will be on a rotation schedule to ensure the safety of district facilities. This rotation schedule will be communicated directly to affected staff by Director of Operations.
 - e. If any staff members have specific questions, please contact your immediate supervisor and follow chain of command.
2. **Will District Employees be paid?** Yes. All District Employees will be paid as usual regardless of whether they are asked to report to work or not. (Please note as indicated above in paragraph 1, certain staff may be asked to report to work or may be asked to work from home.) Direct supervisors of hourly employees will input and approve time. Salaried employees will follow normal procedure. Because staff will receive regular pay, they will not need to apply for unemployment. Currently, there are no authorized federal tax credit programs.
 3. **Will District Employees have to take leave for Non-Spring break hours?** No.
 4. **Will Contractors (contracted services) be paid?** In order to lessen impact to families and provide needed services for our students, the Governor's intent is to keep as many people employed as possible. An evaluation of contract language and key considerations is being conducted. Once this evaluation is complete, the Superintendent will provide additional information. Please note, however, that PED has stated they intend that long-term substitute staff should be paid consistent with normal practice.
 5. **Will staff have access to District Buildings?**

- a. **After March 13, 2020, access to District buildings will be restricted with the following exceptions:**
 - i. Maintenance/operation (including maintenance, warehouse, custodial, and food services) staff as designated by the Director of Operations;
 - ii. Administrative staff as designated by the Superintendent;
 - iii. Health staff as designated by the Superintendent; and
 - iv. No other staff shall access district buildings unless directed by the Superintendent.
- b. **Please adhere to the restrictions on building access. The District is going to fully disinfect all district buildings.**
- c. **As recommended by the Governor, if information is needed for administrative matters, please communicate via email or telephone (505-598-1018 or 505-368-4984). Please limit in-person contact to the greatest extent possible.**
- d. **Staff will keep their keys. Staff are responsible for disinfecting their own keycards.**

STUDENT MEALS

1. **Will meals be available for students?** Meals will be provided on a grab-and-go basis as follows:
 - a. For students who live remotely, District staff are evaluating a plan with other schools, governmental agencies and community organizations to assist with the provision of meals.
 - b. During Spring Break* (March 16 through March 20, 2020), lunch will be provided from 11 a.m. to 12:30 p.m. at the following locations:
 - i. Kirtland Middle School
 - ii. Shiprock High School
 - iii. Newcomb High School
 - c. *For Spring Break we are also working to expand meal service to include breakfast and also to include the provision of meals at Ojo Amarillo and Naschitti. We may need volunteers to help with these services.
 - d. During the weeks of March 23, 2020 through March 27, 2020 and March 30, 2020 through April 3, 2020 breakfast and lunch will be provided at the following locations (details on time and other logistics are still being developed and will be provided):
 - iv. Kirtland Middle School
 - v. Shiprock High School
 - vi. Newcomb High School
 - e. *During these weeks we are also working to expand meal service to include the provision of meals at Ojo Amarillo and Naschitti. We may need volunteers to help with these services.

PREVENTATIVE MEASURES

1. **What preventative measures will be taken to protect students, families and staff with respect to meal services, child care and other assigned duties/services?**
 - a. Health screenings will be conducted for staff, vendors, and visitors. Details and logistics are being developed and will be provided when complete.

- b. Disinfection of facilities used by staff and visitors will be conducted daily in accordance with established protocols

CHILD CARE SERVICES

1. What child care services will be available?

- a. Child care services will not be available during Spring Break (March 16 through March 20, 2020).
- b. During the weeks of March 23, 2020 through March 27, 2020 and March 30, 2020 through April 3, 2020 child care services may be provided on a limited basis. We are currently evaluating availability of child care services in the District. Once a plan has been developed, updated information will be timely distributed.
- c. Additionally, the Safety Team will network with stakeholders and other community providers to support the needs of working families.

SOCIAL-EMOTIONAL SUPPORT

1. Will the District provide social/emotional support for students, families, staff and community?

- a. This service is currently being evaluated. Once a plan has been developed, updated information will be timely distributed.
- b. Additionally, the Safety Team will network with stakeholders and other community providers to support the needs of working families.
- c. Please also refer to the attachments discussing how to support children and mental health self-care to reduce fear, anxiety and stress.

OPPORTUNITIES FOR ONGOING ACADEMIC LEARNING

1. **Will there be options for ongoing student/teacher instruction?** An evaluation of these options is being conducted. In conjunction with Principals, the Board and Superintendent will develop recommendations to address this need.

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