

May 22, 2020

Dear RSU 16 Employees:

As we enter into a three-day weekend, to celebrate Memorial Day, we want to reach out to all of you with some updated expectations around accessing the RSU 16 school buildings on or after June 1, 2020. Governor Mills' recent Executive Order allows for up to 50 people to be in our school buildings starting June 1st, up from the 10 people who are authorized now.

Starting June 1, 2020, it is our expectation that all central office employees work from the office as their primary work location. All building administrators, district directors, administrative assistants, and secretaries who have been working remotely will work from the office as their primary work location. Teachers and support staff who have been working remotely will need to check with your building administration in order to come into the school buildings by appointment. The building administrators have been tasked with ensuring that the number of people in each school doesn't exceed 50 people at any given time. The basic rules of social distancing 6-foot separation apply, if social distancing cannot be assured a face covering will be needed. Also, if you travel out of state over this weekend, you are required to self quarantine for 14 days. See below this letter a Pre-Entry checklist from our District Nurse Melanie Whited, that should be followed.

Over this Covid-19 school closure period, all classrooms have received their annual "summer cleaning". For teachers in all schools June 1st - 12th is the time to get into your classrooms to set up for the next school year. It is imperative that your classroom is prepared during this allotted time because we will have contractors in our schools throughout the summer doing important projects, and depending on the project schedule you may not be able to get back into your classroom until the first scheduled staff day on August 20, 2020. Please do not procrastinate setting up your classroom during this time frame, even though we are unsure of how we will deliver education in the 2020-2021 school year. Also, note that Maine has not released its guidelines for reopening schools yet. You may have seen posts about the CDC's considerations; however, RSU 16 will wait for the State to release guidelines from the Governor and Department of Education before we provide guidelines to our staff.

Finally, enjoy the long Memorial Day Weekend with your families and loved ones. It is especially important on this holiday to pause for just a moment and reflect on those who gave it all, so the rest of us can live free. Happy Memorial Day!

Sincerely,

Ken Healey and Amy Hediger

Preparation of students, families, and staff pre-entry:

- Ask parents/caregiver to check for symptoms each day prior to sending students (include agreement to pick student up in a timely fashion if symptoms present after the child has arrived at school)

- Students and staff should determine their health status prior to coming to school each day

Sample self-check (as CDC determines additional symptoms, these should be added to the checklist):

1. Do I feel unwell today?
2. Do I have a cough or sore throat?
3. Do I have a fever or do I feel feverish?
4. Do I or have I had shortness of breath?
5. Do or have I had a loss of taste or smell?
6. Do or have I been around anyone exhibiting these symptoms within the past 14 days?
7. Do or have I been living with anyone who is sick or quarantined?
8. Have I been out of state in the last 14 days?
9. Take temperature: is it 37.8 C/100 F or higher?

If the answer is yes to any of the questions, stay home.

- Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures

- High risk populations should consult with healthcare provider prior to committing to in-person summer programming/extended school year (ESY)

- School administrative units (SAUs) could provide virtual learning alternatives for students who are not able to transition into a school setting/ESY environment

- Train all staff in the safety actions included in this document. Consider conducting the training virtually, or, if in-person, ensure that physical distancing is maintained

- Designate a staff person to be responsible for responding to COVID-19 concerns. Staff should know who this person is and how to contact him/her