

CLASSIFIED RETURN TO WORK MEMO

Sent on behalf of Stacy Spector, Assistant Superintendent, Human Resources:

August 13, 2020 (Sent by email)

Dear Staff,

We are pleased to inform you that many precautionary protocols and sanitation and hygiene measures have been put into place so that all SRCS classified staff can safely return to work on **Monday, August 17, 2020**, to welcome our teachers and students back to the first day of school.

Safety and hygiene information can also be found in the presentation from the August 3, 2020, Classified staff training [COVID-19 Safety and Hygiene Training PPT](#) and California Department of Public Health [CDPH Guidelines](#).

In addition to the safety and health protocols and equipment put into place, additional, above-standard safety practices have been put into place at each school site and the district office.

- Members of the Public:
 - The public will not be allowed into offices/schools/sites at this time.
 - There will be accommodations for parents who visit the school to access technology outside of the main office through a secured device (iPad). These devices will allow Zoom for video conferencing, Cisco Jabber for telephone services, and a direct link to the meal application and registration form.
 - Signage will be posted on the Admin building that there is no “Public Access” at this time with instructions for contacting staff.
- Potential rotational work schedule or a relocation map of workspaces if social distancing cannot be maintained. This will be submitted by your supervisor to HR. If it is determined that you are able to work remotely, the following guidelines must be followed: [Work From Home Guidelines](#).
- Online Self Assessment Checklist to monitor your health. It does not need to be turned-in: [SRCS Self Assessment Checklist](#).
- An office checklist to print and post at your work location as a reminder to yourself and others about following all health and safety measures: [COVID-19 Office Procedures Checklist for Health and Safety](#)

For any 10, 11, 12-month or School Year classified employee who believes they meet the criteria for reasonable accommodation due to being in an at-risk category as it relates to COVID-19, you may apply for an appropriate medical leave or request a reasonable accommodation through the Classified Leave of Absence Process.

If you are requesting a reasonable accommodation, Human Resources will set up an Interactive Process to review your request. The electronic form may be obtained by contacting your Human Resources Technician. If you do not know who your Human Resources Technician is, please [CLICK HERE](#).

If you are needing to self-quarantine or believe you have a COVID-19 related need to be absent from work, please submit your absence in AESOP and contact your Human Resources Technician.

Additional information about our response and agreements with CSEA about COVID-19 can be found in the [CSEA COVID-19 MOU](#).

Please note the protocols and practices identified in this letter are subject to change as we continue to monitor the progress of COVID-19 cases.

Thank you all for your continued patience and understanding as we ensure your safety while getting school started and maintaining district-wide operations.

Best regards,

Stacy Spector
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