March 16, 2020

Greetings OUSD Staff,

I am so heartened by the show of community I am seeing across our District and our city as we adapt to this challenging and uncertain time. Global health concerns surrounding the Coronavirus (COVID-19) have us all operating in unchartered waters. The guidance and information from the Alameda County Public Health Department, the Governor’s Office and the Centers for Disease Control can change daily, and in some cases hourly. I know that school closures are causing a tremendous disruption to you and to our students and families. I am confident; however, that we can face anything together and that we can help each other by keeping the lines of communication open. It is in that spirit I write to you this morning.

What happened on Friday? In response to COVID-19 concerns, we made the decision to close all schools for instruction at least through April 5th. See Friday’s staff message here. All staff messages regarding our response to COVID-19 can be found here on our new staff web page: https://www.ousd.org/covid-19staff

Who reports to work Monday, March 16?
All staff are expected to work on March 16th. Some staff will work remotely and some will report to their regular work locations in alignment with instructions from their supervisors. Each classification is slightly different so please refer to the Continuity of Services document for specific assignments. If your classification is not listed, please follow the general guidance and direction from your supervisor.

Please note, given recent updates, we are directing staff to hold virtual meetings whenever possible instead of in-person meetings. Staff should join a virtual meeting as long as it takes place during work hours. If a staff person indicates they will not join the virtual meeting, they can take personal leave. If they are sick, they can take sick leave as normal if they will not be working.

Is there any group of employees that is required to work remotely? Yes. Based on the Governor’s most recent directive, employees over the age of 65 and those with relevant documented chronic health issues (i.e., cancer, diabetes, asthma, hypertension) should not report to work. They should self isolate and contact their supervisor regarding work arrangements. If an employee is sick, the employee should not report to work, and should use sick leave instead. A doctor’s note will not be required during the school closure period.

Where can I get up-to-date information? Supervisors will communicate with their respective staff members with more details. Additionally, we will distribute through all of our available communication channels (including our OUSD email, social media, and websites, www.ousd.org/coronavirus for external information and www.ousd.org/covid-19staff for internal information, answers to Frequently Asked Questions we’ve received to date, including the latest information about student meals, Continuity of Education Plans, resources for families, and more.
Does OUSD have any resources to provide employees with emotional support? Yes, employees have access to our Employee Assistance Program. We want to support our employees through this difficult time and encourage them to seek services if needed.

Thank you for your continued partnership and steadfast leadership.

Please share your thoughts on this memo.

Respectfully,

Kyla Johnson-Trammell
Superintendent