

March 16, 2020

Dear Duncan School Staff,

You should have received the email or know that all Arizona schools have been closed for the next two weeks. Here is some additional information about these next two weeks for our staff.

- We will carry on during spring break as planned. Only those staff members who are year round employees, plus our janitors will be working.
- All extracurricular events, practices and games are also cancelled for these two weeks.
- The week following spring break (March 23) we will begin providing services for our students.
 - Teachers will make contact with each of their students online.
 - Simple assignments can be made to test how this back and forth contact could work. Teachers please understand that if the closures continue, your instruction will be from your home also, not from the school.
 - Breakfast and lunch will be provided at several locations around the County.
 - Administration, maintenance and office staff will report to work.
- **We will need additional assistance in managing the breakfast/lunch deliveries. Any hourly employee who wishes to assist with this process, please notify Karen at the District office.**
- Only employees approved by Mr. Merrell will be working during the week following spring break.
- If you do not have a "required" reason to be at our school, do not come!
- If the closure continues beyond this second week, additional guidelines will be provided to all staff at that time.
- If recommendations are made to limit workers more than detailed above, guidelines will be provided to meet those recommendations at that time as well.

We understand that closing schools will be a hardship on many of our employees. While details have not yet been finalized, please know that our State officials are assuring us that pay schedules for all school employees will not be disrupted. Details will be forthcoming and will be shared as soon as we are informed.

Employees should practice preventative measures. If you believe that your personal circumstances place you in a high risk category, you should report your concern to your supervisor and not come to the school. If an employee is ill, they should not come to the school for any reason, regardless of their responsibility here.

We are grateful for your patience and understanding as we continue to work through this challenging time together.

Sincerely,



D. Eldon Merrell
Superintendent, Duncan Schools