



March 23, 2020

Dear Findlay City Schools Staff,

Due to the current COVID-19 (coronavirus) outbreak, The Ohio Department of Health through Governor DeWine ordered a "stay at home" unless engaged in essential work or activity until April 6, 2020. Findlay City Schools is implementing telecommuting (working remotely) arrangements for employees whose job duties are conducive to working from home, but who do not regularly telecommute. Please be proactive to prepare for telecommuting to ensure that you have the resources necessary to work remotely as the "stay at home" order goes into effect Monday, March 23 at 11:59 a.m.

There are some positions at Findlay City Schools that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel under this unique situation include the following positions:

- Grounds/Maintenance/Custodial staff
- Food service - preparing for food distribution
- Bus mechanics
- Treasurer's
- Administration Office Open 10:00 a.m. - 2:00 p.m.
- Security
- Technology Department

Some essential personnel will be working remotely, but are expected to report to work on-site if they are called upon. Essential personnel are asked to check with their supervisor or principal for a work schedule.

Although the "stay at home" order excludes education institutions for essential functions (as long as the social distancing maintains), Findlay City Schools decided to institute telecommunication to help slow the spread of COVID-19. The first confirmed COVID-19 case in Hancock County was reported on Sunday, March 22. Findlay City Schools will continue to monitor and seek guidance from health officials. Employees should not assume any specified period of time for telecommunication, and Findlay City Schools may require employees to return to regular, in-office work at any time.

Throughout the "stay at home" order, Findlay City Schools will continue to provide the following:

--free lunch and breakfast "Grab and Go Bags" each day.

--resources to support the education and wellbeing of students.

--academic instruction will continue with the Remote Education Option plans. Teachers should only be in the building for essential business such as: picking up materials, assembling Trojan Totes or creating lessons and this should be limited. Buildings will be open to teachers and administrators; however, social distancing guidelines must be adhered to.



If you are in a building and notice possible maintenance issues, please get in touch with your building principal who will in turn report the issue to Dennis Doolittle. We will continue to communicate through emails, our district website, and social media pages. A dedicated page on the FCS website was created pertaining to COVID-19. Staff can also access the staff log-in page on the FCS website for additional information. We will get through this together and not only remain #Trojan True, but we will be #TrojanTough!

Sincerely,

Mr. Edward Kurt
Superintendent

Attachment:

From the law office of Scott Scriven: Ohio's Stay at Home Order - March 22, 2020

This afternoon, a [Stay at Home Order](#) ("Order") was issued by Dr. Amy Acton, Director of the Ohio Department of Health, mandating residents stay at home and non-essential businesses close except as otherwise provided in the Order. The Order will take effect at 11:59 p.m. EDT on Monday, March 23, 2020 and remain in effect until 11:59 p.m. EDT on April 6, 2020 unless it is rescinded or modified prior to its expiration.

Educational institutions (including public and private pre-K-12 schools, colleges, and universities) are defined as exempt essential businesses. The prior order regarding closure of schools remains in effect. Below, we highlight relevant portions of the Order.

Leaving Home for Essential Activities is Permitted

Employees are authorized to leave their residences to perform essential activities, including performing work for a school. Under the Order, each school district should determine its essential functions and identify employees and/or contractors necessary to perform these functions. Employers are to allow as many employees as possible to work from home.

Individuals are permitted to travel to schools to receive materials for distance learning, to receive meals, and for other similar services.

Providing Food Services is Still Permitted

Schools may continue providing meals to those in need, so long as the food is provided on a pick-up and takeaway basis only. Districts may not permit food to be eaten at the pick-up site or any other gathering site.

Minimum Basic Operations are Permitted to Maintain School Districts

The Order permits employees to perform activities necessary to maintain the condition of the school district (e.g., processing payroll and other employee benefits, paying bills, indoor and outdoor maintenance) and to facilitate the district's remote work (e.g., administrative and/or technology functions that can only be performed on site) so long as they follow social distancing requirements.



Playground Closure

The Order mandates the closure of children's play centers and playgrounds. Districts whose playgrounds are used by the public should post signage advising the public of this closure.

Social Distancing Requirements

When your district engages in the activities described above, it must adhere to social distancing requirements. This includes: (1) designating six-foot distances with signage, tape, or by other means for customers and employees to maintain appropriate distance; (2) having hand sanitizer and sanitizing products readily available for employees and customers; (3) implementing separate operating hours for elderly and vulnerable customers; and (4) posting hours online and indicating how best to contact the district.

As a reminder, issues related to COVID-19 are fluid and subject to rapid change. Additional information about Coronavirus and the State's response can be found at: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>.