(School Letterhead)

**Memorandum**

**TO:** All (name of charter school) Staff

**FROM:** (insert)

**DATE:** (insert)

**RE:** **CORONAVIRUS SCHOOL SCHEDULE AND UPDATES**

This memo will update our employees on school closure, staff schedules, health care, and other important information.

We are continuously monitoring updates communicated by (*insert county*) County Public Schools and encourage our staff and parents to do the same. At the present time, the plan for (*insert name of charter school*) is outlined below.

The school will be closed from Monday, March 16 – Friday, March 27, 2020. Except for identified essential personnel, employees are not required to report to work unless otherwise requested to do so.

We are currently reviewing the best options to provide instruction for our students while school is temporarily closed. The plan will be released to the staff on (*insert date*).

All school staff is requested to check their school email at least once a day for important notifications.

*The charter school should make decisions about employees reporting to work. Modify the report to work information based on your school’s decisions.*

**Essential and Non-Essential Personnel**

**Essential personnel** will report to work according to the following schedule on Monday, March (*insert date*) through Friday, March (*insert date).* Because these are workdays, if you are sick and cannot report to work you will need to use your personal or sick time. Otherwise, it will be considered an unpaid day. The administration will communicate future decisions regarding flexibility to work from home after assessing work schedules and projects.

**Essential Personnel – Report to work**

* Facility and Security Staff: 7:45 am - 4:15 pm
* Office Staff: 8:00 am - 4:00 pm
* Food Service: 8:00 am - 4:00 pm
* Administration: 8:00 am - 4:00 pm

**Non-Essential Personnel are not required to report to school.** If you wish to work in your classroom, contact (insert name).

* Teachers
* Paraprofessionals

**Self-Quarantine**

If you are concerned about the possible exposure to the coronavirus, immediately self-quarantine and contact the Florida Department of Health at 1-866-779-6121 or your health care provider for instructions.

**Health Care Waivers**

*Charter schools can fill in their health care information.*

*FCPCS recommends that charter schools consult their health insurance provider, or visit the provider’s website, to identify resources employees could need during this critical time. Include the information in your memo to staff.*

*For example, Humana, United Health Care, Florida Blue and Aetna will waive out-of-pocket costs, where allowed within state and federal law, that are associated with testing for COVID-19 for patients who meet the Centers for Disease Control and Prevention (CDC) guidelines at approved laboratory locations. The CDC continues to offer free testing for coronavirus.*

*Many health insurance providers are offering additional resources to its members. Check with your provider.*

*For example:*

***Additional resources for Humana members:***

* *Telemedicine costs waived for all urgent care for the next 90 days. This is limited to in network providers delivering synchronous virus care (live video-conferencing).*
* *Early prescription refills allowed for the next 30 days*
* *The member support line available-toll free number can be found on the back of the member I.D. card*
* *Dedicated phone service line: 1-800-592-3005 and email at* [*COVIDquestions@humana.com*](mailto:COVIDquestions@humana.com) *to answer COVID-19 related questions.*

**Travel Abroad or Cruise**

In accordance with the recommendations of the Florida Department of Health, Centers for Disease Control and Prevention, and Florida Department of Education any employee who travels abroad or on a cruise will be required to self-isolate for 14 days immediately upon their return. If the school is closed and the employee complies to this requirement, compensation will be honored in the same manner as if the employee was working from home.

However, if the school reopens and the employee is still within the 14-day quarantine requirement, PTO will be applied.Medical clearance to return to work will be required upon completion of the 14-day quarantine period.

We will continue to monitor information from the (*insert* *county*) County Public Schools, CDC and FDOH and keep you informed.

Thank you for your support and patience as we face these unprecedented times together.