



March 23, 2020

Hello SUSD Employees:

Today's daily District Office email briefing comes to you with a reminder that in compliance with the [March 20 order by Governor Doug Ducey](#) and State Superintendent of Public Instruction Kathy Hoffman, all Scottsdale Unified campuses and non-essential facilities are closed through April 10, 2020.

- **All non-essential employees are to remain at home during this time. If you have any questions, please check with your supervisor.**
- **All group meetings are cancelled unless specifically notified.**
- **Please see the attached important health insurance benefit bulletin for Blue Care Anywhere.**
- **There have been no confirmed cases of COVID-19 among the SUSD staff at this time.**

Online Learning Begins; Expectations

Teachers: We understand there will be issues related to technology and access. This is why we are launching online learning as a soft start so we can overcome these challenges. We have told parents we will start out slow this week and build, as we overcome possible issues with connectivity and usage. Please call the help desk for assistance: 480-484-HELP (4357) and refer to our **new eLearning web page** at www.susd.org/eLearning.

Student Services Update

Please see the PDF newsletter [available here](#).

Class of 2020 Graduation and Activities

As of today, March 23, 2020, the current bill waiting to be signed by the Governor calls for schools to maintain their calendar for the end of the year. Schools will not be expected to extend the calendar year and instructional minutes requirements will be flexible. Teachers will continue to teach the required standards and help students meet the graduation requirements. Students should be sure that they meet all graduation requirements. Senior activities such as prom and graduation will depend on the current status of required social distancing.

Individual Needs for Students

We are sharing with parents to contact their child's teacher, principal or school counselor related to individual needs with online learning.

Childcare for First Responders and Medical Personnel

SUSD is in the planning stages of hosting childcare for children of First Responders and Medical Personnel. Please fill out this form if you are interested in having your child attend.

<https://forms.gle/Hq3bNG762zkLXQuC6>

Important Guidance for All Employees

Scottsdale Unified School District continues to work diligently to ensure we are protecting the health and well-being of our workforce, our community and our facilities during the outbreak of the coronavirus disease (COVID-19).

While a large majority of our workforce is working from home or remains in a standby status, there is also a group of essential employees who continue to work to maintain the essential functions for the District, including Facilities, Payroll, Benefits, Finance, Information Technology, Nutrition Services, Legal and Communications.

We want to outline some of the protocols the District has in place should a confirmed case of COVID-19 occur among SUSD employees. Having the following guidance *now* will help us all make the best decisions possible as we move forward.

If you feel sick or [show symptoms of illness](#) (fever, cough, shortness of breath), stay home, **DO NOT COME TO WORK** and seek medical attention by calling your medical professional. If you are experiencing severe symptoms (bluish lips, pain or pressure in the chest, severe difficulty breathing, confusion), call 9-1-1.

As with all contagious illnesses, people should [take these actions to limit the potential for exposure to other people](#) and **DO NOT REPORT TO WORK:**

- Notify your manager via SUSD email or telephone that you are ill.
- Isolate yourself at home to keep from potentially exposing other people.
- [Click here for 10 Things You Can Do to Treat Yourself at Home](#)
- Seek advice from a medical professional by calling ahead *before* visiting a health facility.
- You cannot return to work until you have been symptom-free for 72 hours without the aid of fever-reducing and other medications.

The recommendation to stay home applies regardless of whether the individual has been tested for COVID-19 so that we can contribute to the reduction of the overall risk of transmission to everyone in our community.

If you are diagnosed with COVID-19, follow closely the instructions of medical professionals. You should send notification of isolation by public health officials to your direct supervisor and remain out of work until cleared by the Maricopa County Department of Public Health, typically 7 days after all signs and symptoms (cough, respiratory distress) are gone.

If you are not sick but have come in contact with a person who has been diagnosed with COVID-19 or may have been exposed to COVID-19, you should notify your supervisor of your potential exposure.

SUSD is following the directives of city, state and federal health authorities that continue to develop rapidly and change each day. In addition to closing all of our facilities and schools in support of Governor Ducey's directive and the national emergency declaration, the District has also taken the following steps to protect our students, their families, all employees and the public:

- Canceled all large-group gatherings and meetings on campus
- Directed non-essential staff to remain at home and not report to work
- Allowed essential staff to work remotely and meet virtually
- Postponed all athletic and fine arts events, including practices, through at least April 10.

- Canceled all facility rentals through at least April 12.

The best way to prevent illness is to avoid being exposed to this virus. You are encouraged to review [15 Ways to Slow the Spread](#) of coronavirus and follow the CDC guidance on [how to protect yourself and your family](#):

- Clean your hands often
- Stay home if you are sick
- Clean and sanitize frequently touched surfaces
- Cover coughs and sneezes

Practice social distancing, avoid gathering in large groups and refrain from visiting highly dense population areas, which could put others at risk.

Be sure that you are relying on credible, reliable and accurate sources of information. These three official sites remain great resources to stay informed.

- Centers for Disease Control and Prevention: www.cdc.gov/coronavirus
 - How to Protect Yourself: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>
 - Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - How to Prepare: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/index.html>
 - COVID-19 & Children: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/children-faq.html>
 - Stress & Anxiety Management: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>
 - If You Are Sick, What to Do: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
 - Travel Information: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
 - Talking to Children About COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html>
- Maricopa County Department of Public Health: www.maricopa.gov/coronavirus
- Scottsdale Unified's Response to coronavirus: www.susd.org/COVID19

We hope that you and your loved ones remain well. As more information becomes available on our long-term response, we will share that with you via your SUSD email account. Also, be sure to bookmark and check www.susd.org/COVID19 regularly for the latest updates.

Thank you and be well.
Scottsdale Unified School District Cabinet