



June 25, 2020

Hello, Scottsdale Unified Employees!

As shared with you earlier this week, in a renewed effort to stem the spread of coronavirus, Maricopa County and all of the municipalities in which Scottsdale Unified conducts business (Scottsdale, Phoenix and Paradise Valley) have issued emergency proclamations, ordinances or regulations mandating the wearing of face masks or other material covering the nose and mouth while in public places.

Masks

As a result, while these orders remain in effect, all employees, students, athletes, coaches, visitors, volunteers and all people on Scottsdale Unified properties are required to wear a face mask/covering. Persons without a face covering will not be permitted to enter or remain in any SUSD facility. ***If you do not have a face covering or are unable to obtain one, please contact your immediate supervisor.***

Thank you for your cooperation in helping to keep your coworkers, our students and the public safe. Visit the Centers for Disease Control & Prevention website often to get the latest information on [how to protect yourself and others](#).

Return to Work/Masks

Another consequence of the new mask requirements is that we will postpone the return of 12-month employees to worksites. Previous communication had directed 12-month employees to return on July 1, 2020. Taking into consideration the current public health climate, the fact that working remotely has been effective, overall, and to allow more time for Human Resources to communicate with employees about their ability to return to their specific brick-and-mortar locations, we have moved the date for return to worksites for 12-month employees to **Monday, July 13, 2020**. This includes SUSD offices open to the public.

Human Resources will send out a request next week, asking whether employees will return to the worksite on July 13, 2020 and, if not, whether a reasonable accommodation would enable returning to the worksite on that date.

TimeClock Plus Procedures

Beginning July 1, 12-month employees working remotely will be required to clock **all** hours in TimeClock Plus. As of July 1, Payroll will no longer “fill in the gaps” with “District PTO.” If you are working remotely and do not have sufficient work, you must contact your supervisor for additional assignments. If you are not working your full FTE, you will need to use your leave. You may not record hours worked unless you are actually working the hours, pursuant to the TimeClock Plus acknowledgment forms all employees have signed. Employees will be held accountable for falsifying time records.

Teaching and Learning Models

Three Teaching and Learning models will be recommended to the SUSD Governing Board on July 7, 2020, for Elementary, Middle and High School instruction. The three SUSD proposed models are:

1. Onsite Every Day (Pre-K–12)
Students meet in person on campus for instruction five days per week
2. Hybrid (K-12)
On-campus instruction blended with at-home, online learning. The ability to offer the hybrid model at each campus is dependent on parent interest.
3. Online (K-12)
Full-time online instruction with SUSD teachers

Operations and Logistics Subcommittee Update

Planning and preparation is underway specific to procedures for cleaning, transportation, nutritional services and health services. As a reminder, the subcommittee is guided by the recommendations of the [Centers for Disease Control and Prevention \(CDC\)](#), [Maricopa County Department of Public Health \(MCDPH\)](#) and medical experts.

Please be reminded of Back-to-School Immunizations. View the immunization requirements by the State of Arizona in [English](#) or [Spanish](#). While we are doing all we can to stop the spread of COVID-19, it is also critical that our students are also protected against other preventable illnesses through these immunizations.

Social and Emotional Learning Update

The Social Emotional subcommittee of the Incident Command Team continues its planning and work on recommendations on a variety of strategies to support re-engagement activities and community building. Relevant professional development for SUSD teachers will include trauma-informed practices and self-care, with a focus on increasing protective factors to meet the social emotional needs of students. Regardless of the learning model for the 2020-2021 school year, our staff, students and families will have access to support services, including information provided during the school year, which can be found on the SUSD website at <https://www.susd.org/supportservices>.

Should you need assistance this summer, please contact Shannon Cronn, Clinical Services Coordinator, at scronn@susd.org, or Karey Trusler, Social Worker at ktrusler@susd.org.

Kids Club Summer Camp

With summer camps underway, please be reminded of our procedures and protocols, which include enhanced cleaning protocols and increased safety measures. Parents and students are provided with that guidance upon enrollment.

Register for summer camp here: <https://www.susd.org/Page/527>

Stay Up-to-Date All Summer

No matter where your summer plans take you, news from your school and the District Office is always just a click away. Sign up for our social media accounts listed and

linked at www.susd.org/Connect and view all of our District news at www.susd.org/News.

We hope each of you continues to stay safe and healthy, and that you are enjoying summer break. Our next scheduled update is set for Thursday, July 9, 2020.

In appreciation of your continued support during these challenging times,

Scottsdale Unified School District Cabinet