

**To:** All EPS staff  
**From:** Dr. Ian B. Saltzman, Superintendent  
**Regarding:** Implementation of remote work effective November 19

Good afternoon amazing staff! It was less than two weeks ago I [sent a message](#) to everyone emphasizing a renewed focus on health and safety due to the increase in COVID cases in our county. Now, as you have heard, Governor Inslee has implemented an executive order with [new restrictions](#) in place until at least December 14.

Although these restrictions do not include K-12 schools, and we will continue to educate our students, I feel it is best for our staff if we, too, limit our in-person interactions in order to help stop the spread of the virus. So I am removing the expectation that you work in the building. This may look different dependent upon your job responsibilities. Please read the information below carefully and speak with your supervisor or human resources if you have questions about your specific situation.

**Highlights:**

- Effective Thursday, November 19, I am removing the expectation that you report to your work site until at least December 14, at which time we will provide an update.
- If your work **requires** you to be onsite, like food services, human resources, maintenance, payroll and custodial, **or you choose** to continue working in the building, work with your supervisor to decrease exposure which may include creating rotating schedules or other social distancing alternatives.
- School buildings and the CRC will be open to the public.
- November 25 is still a remote day for everyone per [my email last week](#).

**Where will I work?**

The ability and feasibility of an employee to work from home will be determined by the employee's supervisor.

For those employees who are able and choose to work from home, talk with your supervisor to ensure you follow the basic expectations required for Home Assignment:

- Home Assignment is an alternative method of work meeting the needs of the organization when and if possible. Supervisors have the right to refuse to make Home Assignment available to an employee if it is not feasible and practical or to terminate a previously approved Home Assignment arrangement if it becomes untenable. Any Home Assignment is a cooperative arrangement between a supervisor and an employee based upon the needs of the job, work group, clients and the organization.
- To initiate working remotely please work with your supervisor for consideration and approval.
- Staff shall engage with their supervisor each week indicating what work they will be performing during that work week.

- Staff on Home Assignment must be readily available to come on site if necessary and be available by phone, email, or teleconferencing (Teams, Zoom, etc.) for administrators, co-workers, and customers while working on Home Assignment.
- Should you prefer to work on site, please work with your supervisor to ensure safety protocols are followed.

### **Technology**

- Staff should use district technology devices if working remotely. Staff should not use personal cell phones to communicate with families.
- Staff should follow Everett Public Schools' technology use policies and procedures.

### **Reporting Leave**

If you are not able to fulfill these expectations because you are ill, have a previously planned or newly planned vacation, or have a family or medical reason necessitating that you not work during this time, it is your responsibility to use appropriate leave and report it through the absence reporting system. Staff may use their available leave for these absences. For assistance with leaves, please contact the benefits department at [benefits@everettsd.org](mailto:benefits@everettsd.org).

Please be safe and have a great Thanksgiving next week.

Ian