

**From:** [Superintendent](#)  
**To:** [Communications](#)  
**Subject:** update on work location expectations  
**Date:** Friday, March 26, 2021 10:03:31 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

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**To:** District Staff  
**From:** Dr. Ian B. Saltzman, Superintendent  
**Regarding:** Update on remote work

Good morning staff! I hope this finds you well. What an incredible year this has been and what great work you have done. I appreciate each and every one of you!

I would like to follow up from my [February 3 message](#) about remote work.

With the ongoing safety precautions and protocols in place, the availability of vaccines, and the evidence that we can bring kids back into buildings safely, it is time to start bringing district staff back into the buildings as well. After spring break, on Monday, April 12, everyone should be back working in the buildings unless you talk to your supervisor because you fall into one of these categories:

- You fall into a [CDC increased risk category](#) and cannot safely return to the building, and request a remote working condition;
- You live with someone who falls in a [CDC increased risk category](#) and cannot safely return to the building, and request a remote working condition; or
- You fall within the American's with Disability Act (ADA) and request alternative working conditions
- You have [childcare issues](#) as a result of COVID, and request a remote working condition.

If any of these apply to you, please contact your supervisor to ensure you are accommodated appropriately. If your workspace does not allow for the required 6-foot of distancing, your supervisor will work with you to determine alternating or split schedules.

Please keep in mind, even though staff have the opportunity to be vaccinated, we still follow safety protocols in our buildings, including daily attestations, wearing masks, social distancing and appropriate hand hygiene.

We will continue to monitor all factors, and will let you know if there are any changes. If you have any questions, please contact your supervisor.

Thank you for all that you do, each and every day, to support the successful return of students to our buildings and classrooms. I look forward to seeing you soon!

Please be safe and be well,

Ian



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