

In-person Reporting and Employee Safety Guidance

During mandatory school closures due to the COVID-19 pandemic, district and school leaders must balance providing essential services to students, families, and staff (i.e. preparing/delivering meals, providing distance learning opportunities, and conducting necessary financial and human resources functions) with the safety and wellbeing of students **and staff**.

On March 26, Governor Kemp signed an executive order closing all K-12 public schools through April 24, 2020. Specifically, in the Governor's executive order:

It is furthered ordered: That public elementary and secondary schools shall remain closed for in-person instruction through April 24, 2020 with limited exceptions for meal preparation and distribution, continuity of distant learning opportunities, and any other necessary functions as determined by the local school superintendent.

District and school leaders must remain vigilant and purposeful as they determine roles, responsibilities, and reporting requirements for staff, refraining from blanket reporting requirements of all staff or categories of staff members. Instead, district and school leaders should evaluate all positions, requiring only that essential staff report in-person to carry out functions that are *absolutely necessary*.

District and school leaders should leverage virtual tools and platforms (i.e. tele and video conferencing, email, chat, etc.) wherever possible and feasible to conduct essential business to keep in-person reporting and activities to an *absolute minimum* during mandatory school closures. This is operating within the intent of the Governor's order, which is based on adhering to public health recommendations to minimize exposure to and spreading the coronavirus.

For essential staff who are expected to physically report to work, districts and schools should follow all sanitizing/disinfecting, social distancing, and other preventative practices communicated by the CDC and GaDPH to ensure the safest work environment possible for their essential staff.

- [Employee safety guidance for school nutrition programs during the COVID-19 pandemic](#)
- [CDC Guidance for Cleaning School Facilities](#)

These are unprecedented times with the necessity that district and school leaders re-evaluate traditional practices to meet the needs of a new reality. In partnership with State School Superintendent Richard Woods, the Governor and the State Board of Education have afforded school districts unprecedented flexibility to create new ways to balance the needs of students with the safety of employees.

