

Date: 04/21/2020

Re: Essential Employees for Governor Dewine's stay at home order / transition back to work

The following groups of people will remain essential employees and subject to change based on additional guidance from the Governor and Health Department. The following people are deemed necessary to assist with school closure for the 2019/20 school year and transition to the 2020/21 school year:

District Office Staff
All Administrators
Building Custodians / Buildings and Grounds
Transportation
Food Service Employees
Mail Carrier
Building Secretaries
School Counselors
Treasurer's Office
HR Office
Technology Department
School Nurses and Health Assistants

We are continuing to review our day to day operations for our essential employees to report to buildings as scheduled or requested.

Food service will continue to report as required to fulfill the summer feeding program and cleaning.

The Treasurer's office will report as directed by Ryan Jenkins.

Technology staff will report as directed by Darin Hartsell.

HR staff will report as directed by Zack Howard.

School Nurses and Health Assistants will remain on call and will need to report as directed (as any identified needs arise).

Transportation will remain on call as required by Vince Utterback.

In summary, we are requiring essential employees to report to their respective buildings to carry out their essential functions as required to complete the school closure for 2019/20 school year and assist with the transition for the 2020/21 school year.

We will revise our schedules accordingly as conditions change.

Sincerely,

PLSD Administrative Team