Attention all employees:

On Friday, April 3rd the WPSD #1 School Board approved a motion which will allow all employees to receive their regularly scheduled pay for the school term as long as they are available to work and do so as instructed by their supervisor.

Part-time employees who have no set schedule (including subs) will receive pay for the weekly average of hours worked over the last 6 months or their date of hire if less than 6 months.

The Board will consider and plans to decide how to treat the at-will extra duty assignments at its April 15, 2020 meeting. The District is currently in the process of gathering information.

Your supervisor will be in contact as to what is specifically required of you during the school closure. Please make sure your supervisor has your correct telephone and email contact information. Depending on the position and needs of the District, the employee may be required to telework from home, be available on-call during their regular working hours for duties that may come up, and/or work on school district property if needed at times.

We continue to appreciate your patience, understanding, and flexibility as we navigate through these unchartered waters. The Board values every employee and the District is working hard to keep you notified. Together, we will get through this!
We are advising employees not to travel. Any employees choosing to travel to one of the “hot spots” identified on the ndhealth.gov website listed below, will be required by the government to self quarantine for 14 days and will not be allowed in district buildings during that time. If you have traveled, please contact your supervisor and follow the CDC guidelines.


For employees who are unable to work, please communicate with your supervisor. Please also see the Families First Coronavirus Response Act Employee Rights Notice by using the link below:


We are asking all employees to follow the CDC Guidelines:


Everyone Should:

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact
• Avoid close contact with people who are sick
• Stay home as much as possible.
• Put distance between yourself and other people.
  o Remember that some people without symptoms may be able to spread virus.
  o Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

• You could spread COVID-19 to others even if you do not feel sick.
• Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  o Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
• The cloth face cover is meant to protect other people in case you are infected.
• Do NOT use a facemask meant for a healthcare worker.
• Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

• If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
• Throw used tissues in the trash.
• Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Clean and disinfect**

• **Clean AND disinfect** **frequently touched surfaces** **daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

• **If surfaces are dirty, clean them**: Use detergent or soap and water prior to disinfection.

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Dr. Jeffrey Thake  
Superintendent