



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

To: **Employees**

Date: June 9, 2020

From: **George Arlotto, Ed.D.  
Superintendent of Schools**

Instructions:

Copies to: Board of Education

Subject: **Building Reopenings,  
End of Work Year**

With the State of Maryland and Anne Arundel County having now moved into Stage Two of Maryland's Roadmap to Recovery, we as a school system are continuing to take measures to reopen our buildings while keeping the health, safety, and well-being of our employees and the public we serve in the forefront of our minds.

Gov. Larry Hogan's announcement last week that the State was moving to Stage Two came with a clear emphasis that as businesses and agencies move forward, they should allow employees who can fully accomplish their work at home to continue to telework. It is my expectation that some form of teleworking will continue through the entirety of the Four-Day Work Week that runs from June 24 through August 25.

We must ensure that the business of the school system continues to be transacted; that our students are properly registered and records properly transferred for the 2020-2021 school year, that curriculum continues to be enhanced and updated, that new employees are hired and processed, and that our bills get paid. We will do this, however, with as flexible a protocol as possible.

Between now and the start of the Four-Day Work Week, supervisors will be asking employees to report to work locations on an as-needed basis. This protocol will vary from office to office depending on the needs of an office and the ability of employees to effectively telework. Thus, it is impossible to compare arrangements for personnel in varying offices.

School offices will be staffed, though for reduced hours, so that families who need to address issues can do so. The Central Office switchboard will be open to assist those who call seeking information. Our Family Information Line, 410-222-5001, where families who can't reach the appropriate office can leave questions to get answered, will remain open.

We are currently developing system-wide safety protocols inclusive of physical distancing guidelines, enhanced hygiene resources, rotating work schedules, and possible facility alterations. In addition, we are continuing to discuss issues such as centralized hand sanitizer stations. However, individual departments can place orders in line with their needs for these items until such stations and other safety measures can be established. AACPS is examining the need for facilities and/or permanent changes as we approach the opening of the 2020-2021 school year. No purchases of materials needed for such projects should be made at this time.

As I have stated previously, employees are strongly encouraged to wear masks in public areas and when entering any space in which others are present. Visitors to our facilities and contractors performing work at our facilities will be required to wear masks. Signage to that effect has been provided and should be posted at all locations. One note: AACPS employees *should not* be considered visitors to our buildings, regardless of their standard work location.

Additionally, all employees are asked to practice social distancing, which includes – to the extent possible – staying 6 feet away from other employees and being mindful of colleagues’ spaces, washing your hands thoroughly and frequently, and wiping down common surfaces often.

Employees who are unable to report to work locations due to health concerns should notify their supervisor, and/or contact the Division of Human Resources regarding reasonable accommodations. I want to be clear: I have asked supervisors to discuss specific issues with employees who have legitimate reasons for not being able to report to a work location. However, I also ask you, the backbone of our AACPS family, to do what you can to help this transition be as efficient and effective as possible.

We are discussing our next steps and I would expect, should the State’s recovery continue on its current trajectory, that we will be able to take additional actions at the start of the Four-Day Work Week. Should that be the case, we will, of course, ensure that you have all the information as soon as possible.

## **END OF WORK YEAR INFORMATION**

This time of year brings with it the end of the work year for employees whose negotiated agreements or terms of employment specify a certain number of work days during the school year. The following are the last dates of work for employees in those situations:

Unit I, 191-day employees: Negotiations with TAAAC ongoing  
Unit I, 193-day employees: Negotiations with TAAAC ongoing  
Unit I, 195-day employees: Negotiations with TAAAC ongoing  
Unit I, 200-day employees: Negotiations with TAAAC ongoing  
Unit III, 181-day employees: Thursday, June 18, 2020  
Unit III, 187-day employees: Friday, June 19, 2020  
Unit III, 200-day employees: Thursday, July 2, 2020  
Unit IV, 191-day employees: Thursday, June 25, 2020  
Unit IV, 200-day employees: Thursday, July 2, 2020  
Unit V, 191-day employees: Thursday, June 25, 2020  
Unit V, 200-day employees: Thursday, July 2, 2020

Thank you for everything you do for our children every day.

**#WeAreBetterTogether**

GA/bm