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Staff Guidance Memorandum

March 13, 2020

Mike Hyatt, Superintendent

Spring Break

March 16, 2020-March 20, 2020

All Gallup-McKinley County facilities will be closed. No staff, student or community members should be in the buildings during this time unless they have been given specific instructions from their supervisor.

The CDC has released guidance for different types of travel which can be found here [Coronavirus Disease 2019 Information for Travel](#). If you are traveling, please take the necessary precautions for you and your family during this time.

Two Week Closure

March 23, 2020 – April 3, 2020

The Two Week Closure is to limit the spread of the COVID-19 “Coronavirus”. The Center for Disease Control (CDC) has recommended social distancing to avoid person-to-person spread of the virus.

We are limiting the amount of staff in buildings during the closure. Administrators will be working as directed by the Superintendent. Some Student Support Center (SSC) employees will be providing essential services during this time, as directed by their supervisor.

Custodial Staff will be in schools working on 04/02/20-04/03/20 to clean prior to the return of students. Tim Bond will provide all school sites specific guidance on the cleaning protocol that will be implemented.

Food services will be working on protocol for distribution of “grab and go” meals that can be provided to students during this closure. Information will be provided as it becomes available.

All other employees shall not be in buildings during this time unless directed by their supervisor. Under no circumstances should students, families, community members or other individuals be in the District’s Building unless they have been given specific permission from the Superintendent.

All employees should be able to report to work within 30 minutes during the Two Week Closure. Any employee who is sick or will need to be more than 30 minutes away from their worksite will need to submit a request to leave to their supervisor during the Two Week Closure.