

## Staff FAQ during School Closure - 2020 (updated 4/6/20)

1. Due to the most recent Executive Order from Governor Holcomb, the New Castle Community School Corporation will be closed through the end of the school year.
2. Faculty and Staff will be primarily on “work from home” status until further notice. Administration will revisit this status on or before April 15, 2020 and communicate any changes or alterations to this plan to staff. Continue to check the Corporation web-site for updated Covid-19 information. Updates can be found by clicking on the Covid-19 banner or under Resources.
3. E-Learning will continue for students on each Monday, Wednesday and Friday beginning the week of April 6 through May 22, 2020. Teachers will continue to hold office hours from 10:00-2:00 on each E-Learning day and respond to phone calls and emails in a timely manner on Tuesday and Thursday. The last student day will be May 22, 2020 and the final teacher work day will be May 26, 2020.
4. **All Corporation Buildings are closed until further notice.** Please remember that entry via key will set off the alarm system. Badge access for ALL employees has been turned off except for principals and food service. If you need access, the administrator will open the building for Teachers from 10:00-11:00 on Tuesdays and Thursdays only. Please help us to flatten the curve and keep everyone safe.
5. Family First Coronavirus Response Act is effective from April 1, 2020 through December 31, 2020. If you have questions regarding this Act reach out to Jena Schmidt via email: [jschmidt@ncweb.me](mailto:jschmidt@ncweb.me) to discuss eligibility and qualifying events.
6. The School Board will continue to meet monthly and will consider the ratification of a resolution each month which will allow the continued compensation for employees who are not working. If ratified, the resolution will allow compensation at 100% of the employee average daily hours. The average is calculated from the first day of employment or the first student day of this current school year, whichever date is later, through March 13, 2020.
7. Employees who do not work a regular schedule or on a substitute basis will not be receiving compensation during this school closure. This will include Substitute Teachers, Substitute Bus Drivers, Substitute Custodians, Security Resource Officers, Field House Walking Supervisors, lay coaches during the Spring season, and consultants.
8. All extra-curricular events and practices are cancelled.
9. All buildings are closed to visitors - including the Field House.
10. There may be opportunities for employees to volunteer. Watch for updates from your Building Administrator or Department Directors.

***Any questions - please reach out to your building administrator or feel free to contact Leah, Jena, or Megan at Central Office.***