

Dear Member:

Nothing is more important than the health, safety and well-being of our members and the people we serve.

As you know, several school districts around New York State have been affected by the COVID-19 outbreak. I want you to know that your union is working with the district to make sure you have a safe and healthy workplace, that you are provided with critical and timely information, and that your rights are protected in the event the outbreak impacts our work.

**Important Information provided from O/N BOCES:**

In the event we had to close, O/N BOCES emergency planning for offsite payroll **will not** be able to print checks, only electronic banking will be available. It has been and will remain our member's choice to receive a printed payroll check or direct deposit. Just be aware during this unprecedented time, if school was to shut down, only electronic payments will be made.

As an immediate step, we are working to encourage the district to take basic precautionary steps, including:

- Conducting additional cleaning and use of disinfectants on hard surfaces at all schools;
- Ensuring soap dispensers and towel dispensers in all restrooms throughout the district are closely monitored so they do not become empty; and

If you have concerns regarding your work space please immediately notify your administrator. I have attached Department of Health Memo regarding cleaning guidance.

In addition to this, your statewide union has created a resource page to help you find critical information to protect yourself, your families and the students in your care. I have attached NYSUT's fact sheet. You can also find additional information at <http://nysut.org/coronavirus>.

Finally, each of us has an important role to play in preventing the spread of germs:

- Stay home, and keep your children at home when you or they are sick. This includes symptoms such as fever, cough/difficulty breathing and/or intestinal problems. Keep them home until their temperature is below 100 degrees for 24 hours without the use of fever-reducing medication.
- Frequently wash hands for at least 20 seconds with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol.
- Cough/sneeze into your sleeve (elbow) or a tissue, then throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces such as door handles.
- Avoid touching your eyes, nose and mouth.

The best strategy is to stay informed, follow basic precautions and reach out to your health care provider if you have concerns regarding the health of your family.

Thank you for everything you do.

In solidarity,  
Deborah Hillburn