



MEMORANDUM

Mike McKay
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To: Galena Park I.S.D. Employees

From: Mike McKay, Assistant Superintendent for Human Resource Services

Date: July 22, 2020

Subject: Addendum to Galena Park I.S.D.'s Employee Re-entry Plan Dated July 9, 2020

Effective today, Wednesday, July 22nd, all Galena Park I.S.D. employees are expected to perform their duties in accordance with their individual calendars as approved by their current supervisor for the 2020-2021 school year. Employees continue to be encouraged to work remotely when possible, and will be contacted by their immediate supervisor, if necessary, regarding reporting to on site work.

As we continue to navigate the COVID-19 pandemic, the safety of our staff and community remains our top priority. In all phases of our planning, Galena Park I.S.D. will continue to follow the guidance and expertise of national and local health officials to help protect our staff to the best of our ability from all communicable diseases.

All employees must abide by all health rules and regulations, including wearing face masks, social distancing and practicing good hygiene while at work. In addition, all employees must self-report any health concerns or other circumstances due to COVID-19 that may present a hazard to themselves or others prior to entering their assigned buildings. Should any employee have any reason that may prevent them from assuming their regular work duties, other than a scheduled non-duty day, he/she must contact his or her immediate supervisor promptly to discuss individual circumstances.

Note: The District is scheduled to reopen to the general public on August 17th. The first day of school for students is scheduled for September 8th with the first four weeks being virtual. Teachers are scheduled to report Wednesday, August 26th for in person staff development. Teacher academies and all other virtual staff development will take place as scheduled.

Please refer to the webpage linked below for the most current information regarding Galena Park I.S.D.'s 2020 Employee Re-entry Plan and the Reopening of Schools.

<https://www.galenaparkisd.com/reentry>