



Rochester City School District

Every student by face and name.
Every school, every classroom. To and through graduation.

Terry J. Dade
Superintendent of Schools
Rochester City School District
131 W. Broad Street
Rochester, NY 14614

March 22, 2020

Dear Colleagues,

I want to thank you for your ongoing support and collaboration, as we continue to make the best decisions for the health and safety of students and staff.

As you know, Governor Cuomo signed an executive order directing all schools in New York State to close until Wednesday, April 1, 2020. Since then, the Governor has released additional information about the reporting requirements of essential and non-essential employees. As a school district, RCSD is required to follow Executive Order No. 202.4, which identifies that we fall under the 50% directive, and not the 100% directive. In addition, we are also required to follow Executive Order No. 202.2, which clearly identifies that school districts must follow [NYSED's guidance](#) by providing meals, critical education supports, and distance learning options for our students.

What does this mean for our RCSD family?

- **Central Office** – Central Office is now closed to the public. Staff should report during the closure, based on their supervisor's discretion and guidance.
- **School Buildings** – As of Friday, all school buildings have been cleaned and disinfected. They will remain closed with badge access removed, except for those dedicated for food delivery. This is to ensure our schools remain sterilized. Principals are on call from home. If you have any questions, or need to get into a school for an emergency, please contact your Principal who will get direction from their School Chief.
- **Staff Reporting** – We are following Governor Cuomo's executive orders in determining staff reporting needs. Please contact your immediate supervisor if you are uncertain about your work-related requirements.
- **Employee Pay** – In an earlier email today, we confirmed, with the Board of Education, our commitment to ensuring that our employees continue to receive regular paychecks during this epidemic. Please refer to [attached communication](#) from HR Chief, Harry Kennedy, for details about time reporting.

I want to applaud our dedicated food service staff, custodians, school security officers, mechanics, drivers, and mobile units, who have been working tirelessly since last weekend to make sure our students are safe and fed. Meal distribution at schools is limited to one common space in each building, and those areas will be cleaned at the end of each day. I also want to recognize our amazing facilities and maintenance teams, as they have been putting in many hours to perform deep cleaning and disinfecting in all of our school buildings. In addition, I would like to thank our Teaching & Learning, Office of Accountability, IM&T, and Print Shop staff for preparing, printing, and distributing lesson packets and school supplies to our elementary students so that they can continue their learning, while at home. Your work ethic and commitment to our students and staff is truly appreciated!



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Thanks to the hard work and dedication of many, this week the District also launched a new digital site, [RCSD Learns](#), to continue to keep students active and involved during the closing of schools. Resources also are available on [ROConnect](#) with links to educational software such as Brain Pop, Zearn, Instructional Technology, and online reading.

Finally, I am grateful to *all* our employees who have been working during this Districtwide school closure. Thank you for the flexibility and understanding you have shown this past week and moving forward.

As we continue to monitor this situation with the Monroe County Health Department and school leaders, we will provide another update later this week. In the meantime, please continue to check the District's webpage (www.rcsdk12.org/covid19) for updates and information about resources.

Sincerely,

Terry Dade
Superintendent of Schools