



## COVID 19 - Memo to HS/EHS Staff



HEALTH & SAFETY  
MATTERS



*Stay tuned for more updates*

### **INCA Head Start and Early Head Start Staff:**

Following the guidance of the Oklahoma State Board of Education, INCA Head Start and Early Head Start sites will be closed **March 23rd through April 6th** to children due to the outbreak of COVID-19 and the nationwide health crisis.

Effective Monday, March 23, 2020 to April 6th, 2020, Head Start and Early Head Start staff will either work remotely from home or on-site under health precautionary guidelines.

**Communication during this uncertain time is of utmost importance. All staff must be in contact with their supervisor daily, and are required to provide support to the families we serve remotely through regular communication by phone.**

Your supervisor will be contacting you concerning expectations and guidelines to ensure you have the resources you need. All staff should contact their supervisor and make arrangements for their individual work schedule by Monday, March 23rd.

HS/EHS staff will receive 8 hours of paid leave per day for this period of time under these following guidelines. This pay will not be taken from your accrued sick or annual leave.

### Guidelines:

- Read and acknowledge all electronic communications sent to you.
- All staff must enter their time daily in the EWS system.
  - Will code it appropriately (description of codes available in drop-down box will be described later in detail)
  - Will enter 8 hours worked for each day, no matter what actual time was spent.
  - Will input in the description section what work was done.
  - Will document and describe in Child Plus any contact with parents.
- **Stay home if you are sick or a member of your household is sick.** You will follow the HS/EHS Remote Site Protocol. In the description box input “sick”. Sick leave will not be charged.
- If you are caring for a child or other individual who is unable to care for themselves due to the COVID-19 related closing of your school, child care facility, or other care program. You will follow the Remote Site Protocol.
- You may self quarantine, at the instruction of a healthcare provider, government official or INCA, to prevent the spread of COVID-19 or prevent exposure to vulnerable populations.

### Remote Site Protocol:

- Remote site pay must be approved.
- EWS time sheets must be completed on a daily basis
- A tutorial is being prepared and will be sent to you with more detailed instruction on this process.
  - *Use the appropriate code of either HS Remote or EHS Remote in dropdown menu*
  - *In the description section describe any work done.*
- Contact and services with HS/EHS families must be documented in Child Plus. Your supervisor will provide you with more details.

### On-Site Pay:

*The purpose of on-site work is to ensure that classrooms are clean and ready when the children return, and to collect work projects that can be completed remotely. We do not foresee needing to work on site for an extensive period of time.*

- Work done in HS/EHS sites which are accessible.
- Flexible work hours and schedule will be allowed. No matter the hours work each staff person will receive 8 hours paid leave for that day.
- EWS time sheets must be completed on a daily basis
- A tutorial is being prepared and will be sent to you on how this is done.
  - *Code to be used on drop-down will be either HS or EHS Remote.*
  - *In the description section describe any work done.*
- Children of staff will only be allowed in classrooms for a brief period of time, if a staff person needs to work on site. The classroom must be thoroughly cleaned upon departure.
- If more than one staff person is on site “social spacing will be observed”.

Your supervisor will be contacting you as soon as possible to discuss your work schedule. If you have any additional questions or need further clarification please do not hesitate to contact your supervisor. Again, during this crisis, communication is of the utmost importance.

We will continue to send you regular updates and instructions as local conditions may change. Additional cleaning, hygiene, and health/safety procedures will be shared with you in a separate communication.

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