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From: Chancellor Richard Carranza <NYCChancellor@schools.nyc.gov>  
Sent: Sunday, March 15, 2020 10:50:44 PM  
To: Chancellor Richard Carranza <NYCChancellor@schools.nyc.gov>  
Subject: Critical Update on DOE Operations

Dear DOE Colleagues,

All of us at the New York City Department of Education relentlessly work to keep our students and families safe, healthy, and informed as the novel coronavirus (COVID-19) evolves in New York City.

We have been monitoring closely-day by day, hour by hour-and today the Mayor and I made important decisions about the sustainability of continuing public education in our school buildings for the time being.

We announced key changes for how our schools will operate during the time of the coronavirus pandemic. We will use this moment in time to blaze a new trail with educators all over the City as crisis pushes us to transition core approaches of teaching and learning.

Beginning this week, the DOE will move towards a new remote learning model for all school days until Spring Recess. Students will not report to school buildings for instruction during this time, though we will still make food available daily and we are working with partners to make sure students who need them have access to broadband-enabled devices to support their learning. School buildings are projected to reopen to students following Spring Recess on Monday, April 20, 2020.

The Mayor and I did not make this decision lightly. As we mentioned at the press conference on Sunday afternoon, this decision has enormous implications in the lives of New Yorkers. We want to assure families we're working to make this as seamless a transition as possible. We will not lower our expectations for our students. We have incredible faith in our students, staff, and families, and will make sure our community members are safe. Each of us comes to work every day to serve the City of New York, and we will continue to do so by implementing these new measures to stop the spread of potentially deadly illness.

The schedule for the coming week is as follows:

Monday, March 16, 2020

- Schools will be closed for students and school-based staff on Monday, March 16, 2020.
- Grab-and-go meals will be available from 7:30 AM - 1:30 PM at any school building for any student who needs breakfast and lunch.
- All NYC Early Education Centers are recommended to close programs and communicate to all families and staff. All programs will be held harmless financially during this time.

Tuesday, March 17 through Thursday, March 19, 2020

- Teachers, principals, and school-based staff will report to school to engage in professional development and prepare to provide instruction remotely to students.
- There will be more details forthcoming about remote instruction. Staff will be asked to practice social distancing.

From Monday, March 16 through Friday, April 17 (last day of Spring Recess)

- Students will not report to school buildings. Central and borough/citywide offices remain open.
- During this time, social distancing practices will be introduced in offices.

By Monday, March 23, we expect all students and teachers to begin engaging in remote learning in all grades. DOE central and borough offices will support all schools to deliver remote learning, and to provide students and teachers with online platforms to facilitate learning. We will also be opening Regional Enrichment Centers offering in-person educational enrichment for full school days to serve students of first responders, healthcare workers, transit workers, and our most vulnerable populations. You can expect to hear more details about the expectations for remote instruction in the coming days and weeks.

The DOE has already begun posting learning resources for students in grades Pre-K through 12; they are currently available online at [schools.nyc.gov/learnathome](https://schools.nyc.gov/learnathome). More information about remote learning, meals, and other core services will be made available for families at [schools.nyc.gov](https://schools.nyc.gov).

**Staff Timekeeping and Support**

- Central and Borough/Citywide Office (BCO) staff is expected to come to work as usual. Guidance around staff absences related to coronavirus has been posted on the [Payroll Personnel Memoranda](#) page on the Info Hub. Further guidance on a Work From Home policy is forthcoming from your division.
- As we continue to say: please stay home if you feel sick and call your doctor if you have symptoms like coughing, shortness of breath, fever, or sore throat. For any staff who have been required to self-isolate or quarantine by a health authority, absences will not count against your sick days, and you will be paid for the duration of that time.
- Please continue to visit the [Payroll Personnel Memoranda website](#) to check for updates.
- As a reminder, all staff are required to report and advise supervisors of attendance daily. Daily attendance records are especially critical to plan and respond to COVID-19.
- On March 5, 2020 the NYC Health Commissioner issued an order to require testing and/or quarantine of any DOE school staff who the NYC Health Department determines may present an imminent threat to public health. Additional information can be found in the Order FAQ.
  - o NYC DOHMH will contact school-based staff if testing or quarantine is required. This is in addition to any other guidance to self-monitor that DOHMH may provide individuals.
  - o NYC DOHMH will determine if there is a need for investigation, closure, or other actions and will contact DOE.

**If You Feel Sick:**

- Please stay home if you feel sick and call your doctor if you have symptoms like coughing, shortness of breath, fever, or sore throat.
- If you do not feel better in 24-48 hours, contact your doctor.
- Do not go to school or to work until you have been fever-free for at least 72 hours without the use of fever reducers like Tylenol or ibuprofen.
- If you need help getting medical care, call 311.

It is important to reiterate that this is not a closure, but a transition. We are continuing the vital work of serving our City's students, day in and day out, in all the weeks ahead. The work we all believe in so deeply will not stop, and we will be using all the tools available to us to expand our capacity and explore new horizons of learning.

I believe in the students of New York City, and I believe in all of you, the dedicated staff of our New York City public schools and those who support them. Together we will forge new paths. I believe in our teachers and principals who I

know will step up and take on a new challenge to make sure all students can advance in their learning. I believe in our paraprofessionals, school aides, nurses, school safety agents, custodians, school food workers, and all school staff who will continue their critical contributions to our communities. And most of all, I believe in our students and their limitless potential to learn and grow under all circumstances. We have the best students and most dedicated staff in the world- and nothing will change that.

We will succeed in this new transition together.

Onward and in unity,

Richard