



PGCPS

Prince George's County Public Schools

**Staff Reopening and Recovery Plan
June 2020**

Monica E. Goldson, Ed.D., Chief Executive Officer



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A MESSAGE FROM CEO DR. MONICA E. GOLDSON

Dear Colleagues,

These past several months have taken us on a journey that I never envisioned. Without question, the COVID-19 global pandemic has changed our entire community and those who have experienced personal losses will feel the pain for years to come. Yet, in spite of the chaos and uncertainty around us, we rallied together. I am overwhelmed with gratitude for your support and tireless work over the last few months.

Now it is time for us to chart our path forward toward reopening and resuming operations. Last week, County Executive Angela Alsobrooks announced a modified Phase 1 of reopening Prince George's County. Starting Monday, June 8, Prince George's County Public Schools administrative offices will reopen for a small number of designated personnel on Mondays and Wednesdays. As we gradually resume operations, please know that your health, safety and well-being remain our highest priority. The following guidelines will be used for Stage 1:

- Safety protocols will be utilized across buildings to ensure that employees adhere to social distancing guidelines and facial covering requirements; and
- All schools and buildings will use rigorous disinfection processes aligned with Centers for Disease Control and Prevention (CDC) recommended cleaning protocols at the end of each work day and prior to reopening schools and buildings.

Your supervisor will notify you by Thursday, June 4 if you have been identified to return to your work location. This is the first of a three-stage reopening process aligned to county and state operations; we will continue to follow their lead. Stage 3 will allow the re-entry of all employees to their work environments and will coincide with the opening of school for students to begin the 2020-2021 academic year. Careful planning of Stage 3 will require time with expert advice from our local and state Health Officers, County Executive, Maryland State Department of Education and adherence to recommended guidelines by the CDC. I will release our plans for Stage 3 by Monday, August 3 to allow employees and families time to prepare for next steps. Additional details on our reopening plans for Stages 1 and 2 along with new operating norms are outlined in the pages that follow.

Stage 1

- Reopen schools and offices for designated personnel only with social distancing parameters and use of PPE (Personal Protective Equipment);
- Create weekly division schedules for implementation;
- Schedule dates for retrieval of personal items from schools while adhering to safety guidelines;
- Finalize plans for virtual summer learning program;
- Allow school and office visits by appointment only; and
- Resume major construction and summer projects.

Stage 2

- Expand designated personnel allowed to access buildings;
- Gradual re-entry into worksite with social distancing and PPE;
- Allow school and office visits by appointment only; and
- Resume additional construction projects.

Thank you for your continued hard work and dedication.

Sincerely,



Monica E. Goldson, Ed.D.
Chief Executive Officer

EXECUTIVE SUMMARY

This plan provides a framework for the gradual return to standard operating practices in Prince George’s County Public Schools (PGCPS). All actions will be conducted in full alignment with guidance from the State of Maryland, State Superintendent of Schools Dr. Karen Salmon, Prince George’s County Executive Angela D. Alsobrooks, our local health department and the Prince George’s County Board of Education.

The State of Maryland was under a “Stay-at-Home” Order that was effective until May 15, 2020. On May 14, Governor Larry Hogan lifted the ban for the State with the exception of identified counties, including Prince George’s County. Prince George’s County Executive Angela Alsobrooks announced on May 15 that the ban would continue countywide through June 1, 2020, during which an assessment of case data would occur.

In his Roadmap to Recovery, Governor Hogan set forth a three-stage approach for a gradual reopening of Maryland businesses. Stage 1, the initial recovery phase, will activate when the State realizes a 14-day downward trajectory in the number of COVID-19 hospitalizations and related deaths. As expected, the timeframe for these occurrences is not predictable. However, we must prepare for the eventual phased-in reintroduction of employees to worksites as well as a return of students to the classroom at the appropriate time.

The PGCPS plan is based upon the guidance contained within the three stages of reopening proposed by the Governor and is contingent on the directive of the State and County governments. Each phase provides a gradual lessening of restrictions and reintroduction of services and businesses.

ADDRESSING COVID-19 IN PRINCE GEORGE’S COUNTY PUBLIC SCHOOLS

Discussions began in early March 2020 with Dr. Goldson, the Board of Education and the local government on ways to support the PGCPS community with the looming impact of COVID-19. During the first week of March, all principals and building services personnel were instructed to use procedures aligned with virus prevention as part of their daily cleaning of facilities. Schools were equipped with additional supplies such as soap, paper towels and hand sanitizer dispensers.

As a safety precaution, Dr. Goldson canceled all student local and international field trips and nonlocal travel for staff. Preventative measures included scheduled hand washings for students and a prescribed disinfection of schools and buildings.

Within a few short weeks, the viral outbreak was worldwide and required prompt intervention at the federal and state levels to control.

March 11, 2020 – PGCPS receives notification that individuals affiliated with Eleanor Roosevelt High School and College Park Academy had close contact with someone who traveled to a country under a high-risk coronavirus (COVID-19) warning. As a precaution, both schools were scheduled for closure on Thursday, March 12 and Friday, March 13 for cleaning and sanitizing.

March 12, 2020 – State Superintendent of Schools Dr. Karen Salmon announces the closure of all Maryland public schools from Monday, March 16 through Friday, March 27 as part of efforts to slow the

spread of COVID-19. During this closure, all PGCPs buses, schools and facilities were cleaned and disinfected.

March 13, 2020 – PGCPs announces the use of nine “Grab and Go” meal sites to support our students and their families during the two week closure.

March 16, 2020 – “Grab and Go” meals increase from nine to 27 sites allowing PGCPs to reach more communities that serve some of our most vulnerable families.

March 18, 2020 – “Grab and Go” meals are available at 11 new schools, bringing the total number of sites to 36. Enrichment activity packets are made available online for prekindergarten through 12th grade students.

March 23, 2020 – The College Board announces that in-person tests will be replaced by online exams. Many of our schools also host International Baccalaureate programs, known as IB. Those exams, also scheduled for May, are now canceled. Students will not need to take the exam to receive an IB diploma or certificate of completion.

March 25, 2020 – State Superintendent of Schools Dr. Karen Salmon announced that Maryland public schools will remain closed until April 24, 2020, and distance learning planning, preparation and execution can begin.

March 27, 2020 – The Board of Education approves changes to the school calendar due to the COVID-19 pandemic. Ten new sites opened this week for student “Grab and Go” meals.

March 31, 2020 – Governor Larry Hogan issues a “Stay-at-Home” order to all Marylanders, restricting travel beyond Designated reasons, such as picking up medicine, visiting the doctor or getting food.

April 1, 2 or 3, 2020 – Mass distribution of laptops occurs at school sites.

April 6-8, 2020 – Continuity of Learning Program unfolds in two phases. Phase 1 launches with teachers engaging in professional learning in various online platforms to ensure a quality distance learning experience. Starting Monday, April 6, PGCPs offers limited meal distribution times but still provides a week’s worth of meals at “Grab and Go” sites.

April 8, 2020 – A second round of laptop distribution occurs for students at selected school sites.

April 9-13, 2020 – Amended Spring Break is recognized.

April 14, 2020 – Phase 2 begins with the start of Distance Learning for students.

April 17, 2020 – State Superintendent of Schools Dr. Karen Salmon announces that all Maryland public schools will remain closed until Friday, May 15.

April 21, 2020 – CEO hosts a Telephone Town Hall forum for students.

April 23, 2020 – CEO hosts a Telephone Town Hall forum for employees.

April 29, 2020 – CEO hosts a Telephone Town Hall forum for families and the community.

May 6, 2020 – State Superintendent of Schools Dr. Karen Salmon announces that all Maryland public schools will be closed for the remainder of the 2019-20 school year but distance learning will continue.

May 13, 2020 – Governor Hogan announces entrance into Stage 1 for all Maryland counties with the exception of Prince George’s County.

May 14, 2020 – Prince George’s County Executive Angela D. Alsobrooks announces a continuation of the “Stay-at-Home” order extended for Prince George’s County through June 1, 2020.

May 28, 2020 – Prince George’s County Executive Angela D. Alsobrooks announced that Prince George’s County would enter a modified Phase 1 of its reopening following the COVID-19 pandemic beginning June 1, 2020.

PGCPS BUILDING BLOCKS - RECOVERY PILLARS

Prince George's County Public Schools CEO Dr. Monica E. Goldson has identified Pillars for Success to ensure the provision of a seamless recovery process to include: (1) a robust communication plan, (2) implementation of safety protocols, (3) establishment of norms and expectations for Continuity of Learning provisions, and (4) building readiness. Items related to school-based student learning in the fall 2020 will be addressed in a separate document titled, Prince George's County Public Schools Instructional Reopening and Recovery Plan, one month prior to the opening of school to ensure updated and accurate information is shared with our parent and student community.

I. ROBUST COMMUNICATION PLAN

- A. Publish PGCPS Recovery Plan
- B. Employee work schedules and expectations
- C. Student/parent information on end of year closeout, return of materials, summer learning opportunities
- D. Teacher end of year closeout, retrieval of personal property

II. SAFETY PROTOCOLS

- A. Procurement of Personal Protective Equipment (PPE)
- B. Social Distancing
- C. Masking and Gloves
- D. Gathering Limits
- E. Facility Workplace Assessments

III. CONTINUITY OF LEARNING

- A. Establish norms and expectations
- B. Monitor and evaluate instructional delivery and online student interventions
- C. Internet and technology access
- D. Professional learning for teachers
- E. Rigorous curriculum
- F. Engaging all students

IV. BUILDING READINESS

- A. Rigorous disinfection process for schools and buildings
- B. Disinfectant supplies, gloves, hand sanitizer and Personal Protective Equipment (PPE)
- C. Inventory of PPE and sanitation supplies to maintain buildings and for employee need

MARYLAND STRONG: ROADMAP FOR RECOVERY

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ALIGNMENT

STAGE 1 - LOW RISK

Maryland

STAGE ONE calls for lifting the “Stay-at-Home” order, and involves business, community, religious and quality of life improvements. Examples of changes that could be implemented in this stage include:

- Reopening of small shops and certain small businesses
- Curbside pickup and drop-off for businesses
- Elective medical and dental procedures at ambulatory, outpatient and medical offices
- Limited attendance at outdoor religious gatherings
- Recreational boating, fishing, golf, tennis, hiking and hunting
- Reopening of car washes
- Limited outdoor gym and fitness classes
- Outdoor work with appropriate distancing measures
- Some personal services

Prince George's County Public Schools

- Reopening of schools and offices for “Designated personnel” only with social distancing parameters and use of PPE;*
- Create weekly division schedules for implementation;
- Scheduling of dates at schools for retrieval of personal items, while adhering to safety guidelines listed above;
- Finalizing plans for virtual summer learning program;
- Visits to schools and offices by appointment only;
- Resume major construction and summer projects.

STAGE 2 - MEDIUM RISK

Maryland

STAGE TWO will likely be a longer stage of the initial recovery, but will also be the stage when a large number of businesses and activities come back online. Any businesses that reopen during this period would need to comply with strict physical distancing and appropriate safety protocols. Examples of changes that could be implemented in this stage include:

- Raising the cap on social gatherings
- Indoor gyms and fitness classes
- Child care centers
- Normal transit schedules
- Indoor religious gatherings
- Reopening of restaurants and bars with restrictions
- Elective and outpatient procedures at hospitals

Prince George's County Public Schools

- Reintroduction of additional designated personnel;
- Gradual re-entry into worksite with social distancing and PPE (Personal Protective Equipment);
- Visits to schools and offices by appointment only;
- Additional construction projects resume.

STAGE 3 - HIGHER RISK

Maryland

STAGE THREE will involve instituting higher-risk activities, but there is no realistic timeline yet for achieving this level.

Examples of changes that could be implemented in this stage include:

- Larger social gatherings
- Reopening of high-capacity bars and restaurants
- Lessened restrictions on visits to nursing homes and hospitals
- Reopening of entertainment venues
- Larger religious gatherings

Prince George's County Public Schools

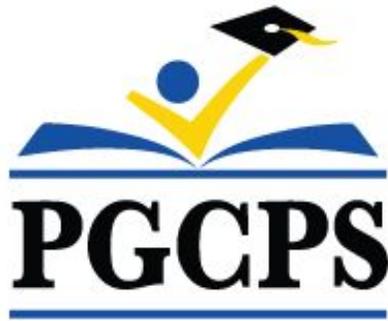
- Reopening schools with alternative scheduling to reduce the number of students in each school
- Monitored access to schools and offices
- Limited facility use by outside organizations
- Adoption of 100% school/office personnel schedules for return
- PPE use

*Designated personnel are the employees identified in the Stage 1 charts for each Division beginning on page 12.

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

OPERATING NORMS

- All schools and offices will close daily at 4 p.m. to allow for cleaning and disinfection.
- All employees and visitors will be required to wear a face masking/covering while on site; if you do not have one, it will be provided to you. Employees should consult with their immediate supervisor.
- Hand sanitizer will be made available at the front entrance of each building and school.
- Designated entrance and exit doors for staff and visitors will be identified at all offices and schools.
- Social distancing and limited workforce attendance will be implemented.
- Staff must comply with group size limitations (Stage 1 is 10 persons; Stage 2 is 50 persons); virtual meetings are highly encouraged. In-person meetings will comply with social distancing expectations.
- Designated staff will be identified for on-site and telework schedules. Accommodations for continued telework will be made for employees in high-risk categories. Employee requests should be directed to the Chief of Human Resources in writing and other requests should be directed to the Chief of your respective division.
- Posted work hours and schedules are subject to review and adjustment.
- Employees who are not feeling well should not report to work.
- Any employee who is tested for COVID-19 may only return to duty upon a negative result.
- Visitors to schools and offices will only be received by appointment only.
- Handwashing is required every 2 hours.
- Signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote protective measures.
- Physical guides such as tape on floors or walls will be used to ensure staff remain at least 6 feet apart at all times.



OPERATIONAL RECOVERY PLAN

STAGE 1

DIVISION OF CHIEF OF STAFF

Designated Staff:	Staff Identified to Work in the Office (Position Title)	Staff Identified to Continue Telework (Position Title)
	Chief, Assistant to the COS, General Counsel, Associate, Deputy General Counsel, Legal Specialist, Directors, Officers and Assistants, Court Liaison, Instructional Supervisor for Language Access, Pupil Accounting Staff	Communications/OIT Supervisors, Coordinators, Specialists, Technicians, Interpreters and Translators; Labor Relations Coordinator, Ethics and Compliance Officer, Marketing, Specialists, Editor, Scheduler for the Chief of Staff, Administrative Assistants for the above positions
Schedule(s):	On site: M, W Telework: T, Th, F	Per approved telework plan (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Determine ability to respond to subpoenas and student records requests; ● Issue and respond to expulsion recessions; ● Respond to transfer, grade and lottery appeals; ● Continue weekly truancy court reviews; ● Determine need for additional communication tools for various stakeholder groups; ● Assess needs for digital web spaces if online learning continues into the next school year; ● Continue online/television production of distance learning programming; ● Continue preparation of systemic and Special Education translations; ● Coordinate weekly “Grab & Go” events with partners, executive leadership, building services; ● Participate in meetings, settlement conferences, hearings and teleconferences regarding pending legal matters; ● Develop age-appropriate and audience appropriate training video for staff, students and parents on recommended CDC protocols. 	

DIVISION OF ACADEMICS

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	Chief, Directors, Officer, Coordinating Supervisors, and Supervisor for Instructional Support, Textbook Data Technicians, Textbook Control Clerk, Textbook Manager, Administrative Assistants for the above positions	Content Supervisors, Instructional Specialists, PGCEA Resource Teachers, Coaches, Program Specialists, Program Coordinators, Before and After Care Extended Learning Team, Content Team Secretaries, Administrative Assistants for the above positions
Schedule(s):	On site: M, W Telework: T, Th, F	Staff identified to continue telework work hours are in alignment with approved telework plans. (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Outline guidance and prepare evaluation for virtual summer learning program; ● Revise Instructional Guides to address content missed during COVID-19 distance learning experience; ● Provide guidance on the normal return of staff to the different buildings/offices under the area of Academics; ● Provide expectations for end of year closeout; ● Install racks for the collection of obsolete textbooks from schools; ● Begin to work on the preparations of instructional programs to begin in August (including specialty programs and Career and Technical Education); ● Coordinate with Area Office staff on the process for materials to be returned to schools such as textbooks, musical instruments, uniforms and CTE equipment. 	

DIVISION OF ACCOUNTABILITY		
Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	Chief, Directors and their respective Administrative Assistants	All other divisional staff
Schedule(s):	On site: M, W Telework: T, Th, F	The staff identified continue to telework in alignment with approved telework plans. (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Create the structure for School Performance Plan Addendum & Guidance Document in collaboration with other stakeholders; ● Increase offerings for Internal Data Dashboard based on beta testing feedback; ● Closeout of existing Grant Funds for SY20; ● Complete required federal and state documents (School Improvement Grant Documents, Comprehensive Support and Improvement Pre-Implementation & Intervention plans, etc.); ● Title I Program Monitoring and Local School System CSI Monitoring; ● Complete State Mandated Reports for SY20; ● Journal and upload SY21 Title I Budgets for school use; ● Facilitate ESSA Title Grant Applications development technical support in preparation of 2020 LECS Plan development; ● Engage in virtual collaborative planning with Hanover Research & Office of Educational Equity on the Equity-based Strategic Plan; ● Review and submit end of year grants closeout reports (for all grant programs ending June 30 or thereafter); ● Outline expectations to secure test materials and storage of secure test materials for the end of the school year; ● Begin documentation process of school scanners and copy machines to prepare for new test administration platform and application; ● End of Year Guidance memorandums to schools to ensure procedures are met. 	

DIVISION OF BUSINESS MANAGEMENT SERVICES		
Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	Chief, Directors, Risk Manager, Assistant Controllers, Accounts Payable Manager, Assistant Treasurer, Supervising Budget Analyst (GFMO), Accounts Payable Staff, Financial Accounting Staff, Grants Financial Management Staff, Payroll Services Staff, Treasury Staff	All other divisional staff
Schedule(s):	On site: M, W Telework: T, Th, F	Per approved telework plan (M-F)
COVID-19 Priorities	<ul style="list-style-type: none"> ● Monitor capital projects, fixed assets and lease purchases; ● Monitor school construction projects and reimbursements; ● Coordinate with the external auditors regarding the CAFR; ● Prepare annual financial schedules and statements; ● Complete monthly grant billing for receivables; ● Monitor interim and final reports on grants; ● Support and monitor grant appropriations and expenditures; ● Partner with Strategic Planning Resource Management on new grant applications for PGCPSS; ● Coordinates monthly general ledger module close; ● Review Medicaid claims created by providers (case managers and Speech Pathologists for compliance with 	

	federal and state laws); <ul style="list-style-type: none"> ● Forecast Medicaid revenue for PGCPs; ● Provide support for summer school initiatives and new hires processes; ● Respond to Workers' Compensation, Auto/General Liability and property damage inquire; ● Process Disability Leave, Temporary Total Disability and Assault Leave; ● Process ACH wires from third-party administrator; ● Review files for return to work and transition to work.
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DIVISION OF HUMAN RESOURCES

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	Chief, Directors, Supervisors, Background Unit Team, Administrative Assistants for the positions above	HR Partners, HR Assistants, Specialists, Advisors, Mentor Teachers, Consulting Teachers, Business Manager, Project Managers, Analyst, Administrative Assistants and Secretaries for the positions above
Schedule(s):	On site: M, W Telework: T, Th, F	Work hours in alignment with submitted telework plans. (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Finalize preparations for the virtual Summer Leadership Institute for Principals to include confirmation of speakers and workshop offerings; ● Monitor the submission of end of year evaluations for all employee groups; provide statistical analysis for Executive Leadership; ● Facilitate the Principal and Assistant Principal selection process to ensure best fit placement; ● Launch redesigned leadership programs; ● Equip district leaders with learning about the Equity Policy and support of the design of S.M.A.R.T. goals with annual outcomes that reflect an equity orientation; ● Continue transition of all employee files to digital media; respond to requests for employee verification and Maryland Public Information Requests; ● Unemployment claims processing; ● Hiring and onboarding of new employees; ● Develop professional learning implementation plans for certificated employees (Principals, Assistant Principals and educators); ● Implement MSDE regulations related to certificated employees and evaluations. 	

DIVISION OF INFORMATION TECHNOLOGY

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	Chief, Administrative Assistant to the Chief, Instructional Technology Director, IT Supervisor, TDC Managers, IT Technicians, Director TechOps, Engineers, Schedulers, Production Foreman, Pressman, Bindery, Supervisor Print and Mail Services, Mail Clerk/Drivers, Administrative Assistants for the above positions	Help Desk Staff, IT Technicians, T3 Technology Team, Enterprise System Staff, Network Engineers, Technology Applications Staff, Pre-Press and Administrative Assistant for above positions
Schedule(s):	On site: M, W Telework: T, Th, F	The staff identified will continue to telework in alignment with approved telework plans. (M-F)

COVID-19 Priorities:	<ul style="list-style-type: none"> ● Maintain Business Operations (Network Infrastructure, Data Centers, Backups, Applications, and Access of all staff and students as appropriate); ● Provide technical support via phone and on site; ● Deliver instructional technology training and support; ● Prepare for the school closing, virtual summer learning program and the opening of school in the fall; ● Plan for distribution of equipment to students that have not received equipment; ● Analyze student technology distribution for spring 2020; ● Continue with distribution of Hotspots; ● Complete contracts and procurements to support online learning in the summer and fall; ● Configure network for mobile filtering; ● Printing of diplomas; ● Creation of interactive forms; ● Student Records movement; ● Continued planning for teacher training for remote learning; ● Develop documentation for training on a new gradebook.
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DIVISION OF SCHOOL SUPPORT AND LEADERSHIP

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	Chief, Associate Superintendents, Instructional Directors, Director of Family and School Engagement, Administrative Assistants who support the above positions. Principals, Assistant Principals, Secretary 1, Secretary 2, Registrar	Performance Specialists, Leadership Development Coaches, Resolution Specialists, Family and School Engagement Specialists, Community Schools Instructional Specialists
COVID-19 Schedule(s):	On site: M, W Telework: T, Th, F	Work hours in alignment with submitted telework plans. (M-F)
Priorities:	<ul style="list-style-type: none"> ● Set objectives for Stage 1 and 2 and establish a timeline for completion; ● Develop/distribute end of year check out sheets identifying things that must be completed before the last day of the 2019-2020 school year; ● Communicate plan to teachers/staff for closeout and process to retrieve personal items (limit access to cafeteria, lounge, copy rooms and prohibit congregating in one area); ● Initiate scheduling plan for students to return items including textbooks, technology, musical instruments, athletic equipment and other materials to schools; ● Material transfer of designated items needed to continue distance learning instruction; ● Execute exit conferences, retrieval of materials and final closeout for staff leaving PGCPS; ● Support Virtual Summer Learning Program; ● Outline plan for summer scheduling for SY21; ● Preparation for records transmittal; ● Communicate priorities for textbook processing (ordering, inventories, etc.); ● Coordinate with Building Services the cleaning of rug areas, toys, etc. in classrooms. 	

DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES

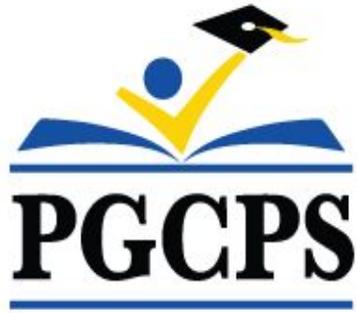
Designated Staff:	Staff Identified to Work in the Office (Position Title)	Staff Identified to Continue Telework (Position Title)
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	Chief, Administrative Assistant to the Chief, Directors, Coordinating Supervisors, Special Education Business Operations Coordinator, Supervisor of Office of Health Services, School Health Specialist, Nurse Managers and Administrative Assistants for the above positions; school nurses to follow school schedule for closeout.	All other divisional staff to include Supervisors, Instructional Supervisors, Instructional Specialists, Program Coordinators, Statistical Analyst, Psychologists, Professional School Counselors, Pupil Personnel Workers, Mental Health Coordinator, Records Specialists, School Records/Transcripts/Archival Services Clerks, Home and Hospital Case Managers and respective Administrative Assistants who report to the above positions.
Schedule(s):	On site: M, W Telework: T, Th, F	Work hours in alignment with submitted telework plans. (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> • Executive programming, hiring, training and monitoring for Extended School Year (ESY); • Establish process and conduct summer Individualized Education Plans (IEP) Virtual meetings; • Verify student data for virtual enrollment in MD IEP Online; • Issue August and September Virtual Professional Learning Calendar in coordination with Professional Development Office; • Identify and order instructional classroom and distance learning materials for SY21; • Engage in the Intervention Selection Process to include a combination of virtual and school-based programs; • Reconcile infant toddler and preschool virtual articulation process; • Address nonpublic, compliance and compensatory services as a result of COVID-19 closure; • Complete IEPs, Annual Reviews, Re-evaluations and reports prior to end of the year; • Submit MSDE Discipline Data and provide notification of staffing assignments prior to negotiate agreement deadline; • School Health closeout to include pickup of medication, immunization records for seniors and ordering PPE for school nurses; • Co-teach lessons on mental health warning signs and offer referrals services to students and staff; post online resources for teachers and parents about how to cope with the challenges associated with COVID-19; issue classroom guidance lessons focused on students' social and emotional health; crisis support for the schools due to staff/student loss; • Review, produce and electronically distribute diplomas/certificates; • Transitional grade record preparation for upcoming school year; • Process student transfer requests and issue decision letters to parents. 	

DIVISION OF CHIEF OPERATING OFFICER

Designated Staff:	Staff Identified to Work in the Office (Position Title)	Staff Identified to Continue Telework (Position Title)
	<p>Chief, Associate Superintendent, Directors, Deputy Director, Supervisors, Technicians Safety Officer, Sergeants, Captains, Fiscal Analyst, Account Tech II, Budget Analyst, Construction Procurement Supervisor, Contract Specialist, Clerk Typist III, Project Manager I, II & III, CADD Operator I & III, Senior Buyer, Buyer II, MBE Coord.</p> <p>Central Garage Staff: Supervisors, Clerical Support Staff, Automotive Mechanics, Trades Helpers, Service Attendants, Shop Store Staffs, Tire, Uphol. Crews, Driver Trainers (Bus Lots)</p> <p>Warehouse Manager, WH Leads, WH Drivers, WH</p>	<p>Administrative Assistants, Management Analysts, Security Assistants, Investigative Counselors, Transportation Supervisors, Scheduler and Routers, Transportation Communications Team, Payroll Staff, Trip Coordinators, Computer Analyst, P-Card Admin., Expeditor, Purchasing Clerk, Buyer I</p> <p>Telework will continue on non-office days to include Fridays as outlined in telework plans.</p>

	<p>Helpers, WH Office Staff, Supply Clerk I & II, Senior Shop Stores Clerk</p> <p>Building Services Staff – Reporting Food Service Central Office Staff – Skyline Admin Bldg.</p>	
Schedule:	<p>Maintenance Facility Service Base – Rotational schedule, 1 week on/1 week off (M-F)</p> <p><u>Maintenance Facility Service Base</u> Team A (Reporting) – 6 a.m. - 2:30 p.m. / 7 a.m. - 3:30 p.m. Supervisors, Mechanics, Technicians, Apprentices, Trades Helpers</p> <p>Team B (Reporting) – 6 a.m. - 2:30 p.m. / 7 a.m. - 3:30 p.m. Supervisors, Mechanics, Technicians, Apprentices, Trades Helpers</p> <ul style="list-style-type: none"> ● Central Office Staff – On site: M, W (9 a.m. - 4 p.m.) Telework: T, Th, F (9 a.m. - 4 p.m.) ● Central Garage: 13 work locations – Work Schedule Day Shifts, 6:30 a.m. to 3 p.m.; Night Shift, 3 p.m. to 11:30 p.m. Monday through Friday. Indoor and Outdoor work with appropriate distancing measures. ● Warehouse Staff Alternative Weeks 50% of Staff – M-F (7:30 a.m. - 4 p.m.) ● Shop Stores Staff M-Th. 7:30 a.m. - 4:30 p.m., Fri. 12 p.m. - 4 p.m. ● Driver Trainers <ul style="list-style-type: none"> ○ On site: M, W, F – 7:30 a.m. - 3:30 p.m. ○ Telework: T, Th – 7:30 a.m. - 3:30 p.m. ● Cafeteria Staff at distribution sites, 7 a.m. - 2 p.m. ● Individual school cafeteria staff rotation, 9 a.m. - 1 p.m. (2 days on, 2 days off) – no more than three employees in small kitchens and five in larger kitchens to maintain physical distancing. 	<p><u>Non-Reporting – Maintenance Facility Service Base</u> Monday thru Friday – Complete online training, manage work orders, respond to email, create requisitions, may be required to report for emergencies</p>
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Retrain building service staff on disinfection/cleaning of door knobs, light switches and high touch surfaces; utilization and implement of CDC-recommended cleaning protocols to ensure health/safety and confidence of staff in entering the building; ● Ensure cleaning products are aligned to CDC recommendations; ● Valve Over to Air Conditioning; ● Begin performing routine maintenance and upkeep of lawns and fields; ● Support principals with teacher & student checkout and school-based feeding sites; ● End of year cleaning and closeout of the kitchens; ● Preparation and expansion of the Summer Food Service Program; ● Conduct daily assessments of school facilities for damages, repairs, identify blindspots for camera installations and provide recommendations on improving school safety; ● Develop a priority repair list for elementary, middle and high schools; ● Complete the implementation plan for the new routing software (Transfinder) to include the new stop-arm camera monitoring system (Bus Patrol); ● Update inventory for any necessary PPE and other health related products; ● Update and procure inventory for furniture warehouse stock items. 	



OPERATIONAL RECOVERY PLAN

STAGE 2

DIVISION OF CHIEF OF STAFF

Designated Staff:	Staff Identified to Work in the Office (Position Title)	Staff Identified to Continue Telework (Position Title)
	<p>In addition to the staff that returned during Stage 1, the following staff will return during Stage 2:</p> <p>Public Information Specialists; Digital and Visual Communications Supervisor, Specialists and Technicians; Specialists, all divisional Administrative Assistants</p>	<p>Web Services Supervisor and Specialists; Interpreting and Translation Services Supervisor, Coordinator, Translators and Interpreters; Marketing, Editor, Labor Relations Coordinator, Ethics and Compliance Officer</p> <p>Employees in high-risk categories or those with underlying medical conditions.</p>
Schedule(s):	<p>On site: M, W Telework: T, Th, F</p>	Per approved telework plan (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Continuation of Stage 1 priorities; ● Assist school staff with registration; filter phone calls and inquiries from parents for registration/enrollment; ● Coordinate phone conference schedules for informal kinship appointment renewables; ● Informal Kinship virtual kinship appointments for new cases. Creating a possible Google survey for renewables for (SY20-21); ● Assist school staff members with preparing parent communications and school websites for summer and back-to-school; ● Continue development and approvals for new PGCPs website; ● Enhance language access services; ● Plan, coordinate and manage the Virtual Back-to-School Block Party; ● Create, pitch and secure media opportunities to fill school system vacancies. 	

DIVISION OF ACADEMICS

Designated Staff:	Staff Identified to Work in the Office (Position Title)	Staff Identified to Continue Telework (Position Title)
	<p>In addition to the staff that returned during Stage 1, the following staff will return during Stage 2:</p> <p>Content Supervisors, Instructional Specialists, Content Team Secretaries</p>	<p>PGCEA Resource Teachers, Coaches, Program Specialists, Program Coordinator, Before and After Care Extended Learning Team</p> <p>Employees in high-risk categories or those with underlying medical conditions.</p>
Schedule(s):	<p>On site: M, W Telework: T, Th, F</p>	The staff identified to continue telework work hours are in alignment with approved telework plans. (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Continuation of Stage 1 priorities; ● Prepare for the opening of schools (Welcome Back memorandums from supervisors to content teachers); ● Monitor and evaluate summer learning; ● Update, establish and implement professional development in coordination with the Director of Professional Development; ● Ensure program readiness for opening (including specialty programs and Career and Technical Education); ● Process requisitions, review instructional needs to ensure readiness for opening schools; 	

	<ul style="list-style-type: none"> • Issue guidance to schools on digital resources and access and ways to integrate it within the school building and through distance learning models; • Post Instructional Guides by August 1; • Guide schools on receiving new textbooks adoptions and annual consumables; • Define how to support teachers and schools with moving back to normal practice; • Assist and provide guidance on the procedures outlined for the return of items by students including textbooks, technology, musical instruments and uniforms, CTE equipment, and other instructional materials to schools.
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DIVISION OF ACCOUNTABILITY

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	In addition to staff who returned during Stage 1, the following employees will be permitted to return during Stage 2: Supervisors	Specialists and support personnel Employees in high-risk categories or those with underlying medical conditions.
Schedule(s):	On site: M, W Telework: T, Th, F	The staff identified will continue to telework in alignment with approved telework plans. (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> • Continuation of Stage 1 priorities; • Support data collections/reports that require official signatures will be reviewed and signed-off (MCC End of Year Collection) • Finalize School Performance Plan Addendum & Guidance Document in collaboration with other stakeholders; • Prepare professional development offering for Summer Leadership Institute; • Finalize internal Data Dashboard offering and prepare for professional development for all principals; • Middle States Accreditation Upload; • Finalize Title I, Part A Title I Application; • Finalize SY21 Program Expectations & Outcomes; • Local ESSA Consolidated Strategic Plan - development planning and collaborative tools set-up; • FY21 new competitive grant identification and proposal development support; • Review and submission of grants management compliance reports (including Kirwan funding streams and ESSER interim reporting as required; provide support to identified program managers in defining program management requirements. 	

DIVISION OF BUSINESS MANAGEMENT SERVICES

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	In addition to the staff that returned during Stage 1, the following staff will return during Stage 2: Fiscal Compliance Officer, Benefits Supervisors, Budget Supervisors (Budget Office), Manager - Medicaid Recovery, Risk management Program Coordinator, Transition to Work Coordinator, Secretaries to the Chief and Directors	The staff identified will continue to telework in alignment with approved telework plans.

Schedule(s):	On site: M, W Telework: T, Th, F	Work hours in alignment with submitted telework plans. (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> • Continuation of Stage 1 priorities; • Complete FY21 Budget Development process; • Prepare FY20 financial statement audit; • Load grant appropriations into the Oracle Financial System; • Facilitate the A-133 Single Audit; • File quarterly Medicaid reports to the MD Dept. of Health and MSDE; • Train providers such as case managers on the federal and state Medicaid laws; • Monitor and process leave payouts, extended option payouts and summer school pay; • Prepare for new hires and ensure accurate set up of assignments in Oracle using the roster process; • Finalize 2020-21 bulletins. 	

DIVISION OF HUMAN RESOURCES

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	In addition to the staff that returned during Stage 1, the following staff will return during Stage 2: HR Partners, HR Assistants, Secretaries, Advisors, Specialist, Records Management Staff, Employee Verification Team	Mentor Teachers, Consulting Teachers, Business Manager and Project Managers, Analyst
Schedule(s):	On site: M, W Telework: T, TH, F	Work hours in alignment with submitted telework plans. (M-F)
COVID-19 Priorities:	<ul style="list-style-type: none"> • Continuation of Stage 1 priorities; • Prioritize the staffing of schools prior to the start of the school year; • Resume fingerprinting services provided by the Bithgroup at Sasscer; • Conduct new employee onboarding to include new educators; • Plan for resuming Employee and Labor Relations Office matters/cases; • Plan for summer professional development for preparation of the beginning of the school year; • Update Distance Learning Professional Learning Guides for applicable employees; • Develop ID Badge and Employee Identification Number (EIN) for all new hires. 	

DIVISION OF INFORMATION TECHNOLOGY

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	In addition to the staff that returned during Stage 1, the following staff will return during Stage 2: Supervisor Telephones & Wiring, T3 Supervisor, Technology Training Team, Engineers, Schedulers, Student Applications Officer/Director.	Help Desk Staff, IT Technicians, Enterprise System Staff, Technology Application Developers, Pre-Press, Secretary Employees in high-risk categories or those with underlying medical conditions
Schedule(s):	On site: M, W Telework: T, Th, F	The staff identified continue to telework in alignment with approved telework plans.

COVID-19 Priorities:	<ul style="list-style-type: none"> ● Continuation of Stage 1 priorities; ● Ensure staff completion of SafeSchools training prior to the start of the school year; ● Plan for distribution of equipment to new staff; ● Plan for distribution of equipment to students that have not received equipment; ● Provide support for employees negotiated contract implementation – July 1, 2020; ● Provide support for New Employee Orientation (NEO); ● Provide support of Bus Drivers Bid Day; ● Provide support for employee’s evaluation/appraisal; ● Complete contracts and procurements completed to support online learning in the summer and fall;
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DIVISION OF SCHOOL SUPPORT AND LEADERSHIP		
Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	<p>In addition to the staff that returned during Stage 1, the following staff will return during Stage 2:</p> <p>Performance Specialists, Leadership Development Coaches, Resolution Specialists, Family and School Engagement Specialists, Community Schools Instructional Specialists, Administrative Assistants who support the above positions</p>	<p>Employees in high-risk categories or those with underlying medical conditions</p>
Schedule(s):	<p>On site: M, W Telework: T, Th, F</p>	<p>Identified staff will continue with approved telework plans. (M-F)</p>
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Continuation of Stage 1 priorities; ● Implement Virtual Summer Distance Learning Program for ES, MS and HS; ● Complete grade-level scheduling; ● Monitor the student records transmittal process; ● Implement actions needed for textbook processing: <ul style="list-style-type: none"> ○ School staff move textbooks from lockers to identified areas in schools. ○ School staff gather obsolete textbooks and prepare them for pickup in order to make room for new textbooks. ○ Mid-August – Schools accept delivery of annual consumables that have been paid for as part of a six-year adoption cycle. ○ Mid-August - New textbooks delivered to schools. ○ If students will rotate between home and school, assess digital textbook needs (e.g., class sets of print books only). ● Review and revise district and school emergency plans based on lessons learned during recent school closures; ● Create contingency plans for reopening scenarios; ● School schedules (e.g., drop-off and pick-up times, bus schedules, school start and end times, class, lunch, and recess periods); ● Pre-Service planning for instruction and reopening; ● Outline the plan for professional development priorities. 	

DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES

Designated Staff:	Staff Identified to Work in the Office (Position Titles)	Staff Identified to Continue Telework (Position Titles)
	<p>In addition to the staff that returned during Stage 1, the following staff will return during Stage 2:</p> <p>Supervisors, Instructional Supervisors, Instructional Specialists, Program Coordinators, Statistical Analyst, Records Specialists, Student Records /Transcripts / Archival Services Clerks, Mental Health Coordinator, respective Administrative Assistants who report to the above positions</p>	<p>Psychologists, Professional School Counselors, Pupil Personnel Workers, Home and Hospital Case Managers</p> <p>Employees in high-risk categories or those with underlying medical conditions</p>
Schedule(s):	<p>On site: M, W Telework: T, Th, F</p>	<p>Teleworking scheduled to align with department and district plan. (M-F)</p>
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Complete Special Education Staff Rebalancing Recommendation involving the redistribution of staff; ● Ensure special education students have access to all equipment and materials instructional environments; ● Establish potential IEP impact meeting schedule (compliance) in preparation for Stage 3 return; ● Finalize and publish the annual divisional professional development offerings; ● Facilitate student registration processes for Speciality Programs and Dual Enrollment; ● Conduct Naviance training for secondary schools; ● Reverification of current homeschooling students and new student registration; ● Pupil Personnel Workers: Neediest Kids Program via vouchers through vendors; Summer Work via Title IV; Foster Care Student Placement Letter Updates and Transfer Process (collaboration with Pupil Accounting and DSS); ● Operate Evening Counseling Centers; ● Conduct virtual training for Scribbles & HS Registrars and Secretaries for the School-Based Record Card;(SR3) schools; ● Engage in systemic planning for Restorative Approaches and Peer Mediation; ● Review and enter Immunization data monitoring for compliance; prepare statistical data for Executive Leadership; ● Create virtual school tours of schools for students transitioning to middle or high school; ● Create classroom guidance lessons on transitioning to a new school level; ● Prepare a virtual parent night for students who are transitioning to a new school level (elementary to middle and middle to high); ● Create professional development for staff regarding typical youth reactions to stress and trauma, which might have resulted from home confinement and isolation; ● Provide information to teachers about signs of mental health challenges and how to refer students for support. 	

DIVISION OF CHIEF OPERATING OFFICER

Designated Staff:	Staff Identified to Work in the Office (Position Title)	Staff Identified to Continue Telework (Position Title)
	<p>In addition to staff returning under Stage 1, the following employees will return during Stage 2:</p> <p>Administrative Assistants, Management Analysts, Buyer I, P-Card Admin., Expeditors, Transportation Supervisors</p>	<p>Security Assistants, Scheduler and Routers, Communications Team Members, Payroll, Trip Coordinators, Computer Analyst, Purchasing Clerks,</p>

Schedule(s):	<p>On site: M,W Telework: T, Th, F</p> <p>Telework will continue on non-office days to include Fridays as outlined in telework plans.</p>	<p>Non-Reporting – Maintenance Facility Service Base and Central Garage Staff Monday thru Friday – Complete online training, manage work orders, respond to email, create requisitions, may be required to report for emergencies</p>
COVID-19 Priorities:	<ul style="list-style-type: none"> ● Continuation of Stage 1 priorities; ● Complete COVID-19 work orders; ● Support interior and exterior construction projects; ● Check, install, repair CCTV systems, door-entry locks, Raptor instruments, oversee contracted work by vendors; ● Conduct daily assessments of school facilities for damages, repairs, identify blindspots for camera installations and provide recommendations on improving school safety; ● Purchasing and Finance functions and use of the CAD machines for design and submission; ● Complete the implementation plan for the new routing software (Transfinder) to include the new stop-arm camera monitoring system (Bus Patrol); ● Finalize Centralize Bus Stop Locations with the supervisory/routing team to include the Trainers; ● School Bus Safety Inspections (type A & B); Preventive Maintenance. 	

GLOSSARY OF ACRONYMS

Alt STC	Alternate School Test Coordinator
CAFR	Consolidated Annual Financial Report
CTE	Career and Technical Education
EOY	End of Year
MOU	Memorandum of Understanding
MPIA	Maryland Public Information Act
OAH	Office of Administrative Hearings
PPE	Personal Protective Equipment
STC	School Test Coordinator
USDA	United States Department of Agriculture

PGCPS RECOVERY TEAM MEMBERS

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Barry Stanton, Chief Operating Officer

Melissa Covington, Executive Assistant for School Support and Leadership

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INPUT PROVIDED BY

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REFERENCES

May 2020. Maryland State Department of Education. [Maryland Together: Maryland's Recovery Plan for Education](http://marylandpublicschools.org/newsroom/Documents/MSDERecoveryPlan.pdf), <http://marylandpublicschools.org/newsroom/Documents/MSDERecoveryPlan.pdf>

April 24, 2020. Maryland Strong: Roadmap to Recovery. Governor Larry Hogan. https://governor.maryland.gov/wp-content/uploads/2020/04/MD_Strong.pdf