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SECRETARY OF EDUCATION

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August 4, 2020

MEMORANDUM

TO: Superintendents; Charter School Leaders

FROM: Ryan Stewart, Cabinet Secretary, Public Education Department

RE: **Staff Reporting During Remote Learning**

Consistent with guidance from the spring, until schools reopen in the hybrid or full reentry operating model pursuant to PED's Reentry Guidance, work that may be performed remotely should be performed remotely. No staff member that has the technological capacity to teach or perform their job remotely shall be required to physically report to the building for the purpose of delivering online instruction or other job-related activity that can be performed remotely. This directive comports with the current public health order which directs all New Mexicans to take actions to limit the potential spread of the COVID-19 virus.

For certain work that may only be performed on school premises, schools and districts may require staff to physically report to the building. Examples include food service preparation and delivery; work done to clean, maintain, supervise, and sanitize LEA premises, property, materials, and supplies; and the in-person teaching of students deemed eligible for in-person, small group instruction as outlined in PED guidance. Furthermore, schools and districts can designate times and dates on which staff members can come to the building to prepare their classrooms for the return of students. PED encourages administrators, teachers, and staff members to work together to determine appropriate and safe protocols for room preparation.

For work that need not be done on school campus, such as most professional development and teaching remote classes, staff may choose to come to school campuses to pick up materials or to use the school's internet if they have no or inadequate internet at home.

Staff who are physically on school campuses must maintain social distancing, wear face coverings, wash their hands, and follow other safety protocols as directed by the LEA.