



MAGNOLIA INDEPENDENT SCHOOL DISTRICT
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MEMORANDUM

May 20, 2020

To: All Maintenance and Custodial Staff

Re: Safe Work Procedures – COVID 19 (Coronavirus)

This Memorandum is intended to address specific issues related to employees returning to work at Magnolia ISD (MISD) facilities after the outbreak of COVID-19. Beginning May 21, 2020, MISD will no longer provide Emergency Pay for hourly employees reporting to work during this pandemic. All employees will, however, continue to receive compensation for full 40 hour weeks through May 31, 2020 regardless of whether the employee is present or not (per Board Resolution approved Monday, May 11, 2020).

Beginning June 1, 2020, ALL Maintenance and Custodial staff will be required to report to work. Custodians will report to their respective campuses, as will Maintenance staff who are assigned to campuses. All core Maintenance staff will report to Maintenance. The following hours of operation will be in place from June 1, 2020 until July 24, 2020;

Custodians – Monday thru Friday, 6:30 AM until 3:00 PM. Report directly to your assigned campus on June 1 and you will receive instruction from Supervisors on the summer schedule.

Maintenance – Monday thru Thursday, 6:30 AM until 5:00 PM. Maintenance Campus Coordinators and secondary Groundskeepers report directly to your campus and resume your duties of Work Orders and grounds maintenance. Core maintenance personnel will meet in the Maintenance warehouse for morning meeting with Alan Meeks and Arthur Sandiford. Work order assignments will resume as normal.

Upon returning to work, the following guidelines should be considered for all employees;

- First and foremost, if you are sick, do not come to work! The following are symptoms of COVID-19. If you are experiencing these symptoms, call your doctor and request testing;
 - Coughing.
 - Difficulty breathing.
 - Fever.
 - Chills.
 - Muscle pain.
 - Sore throat.
 - New loss of taste/smell.

- Maintain adequate distancing between employees (the CDC recommends at least 6 feet between employees at all times). All meetings held with large groups or multiple employees should be held in open areas such as school cafeterias or gyms, or the warehouse at Maintenance. Maintain adequate distance from all campus staff members, parents and students.
- For personnel who work in offices, there should be no more than one visitor to an office at one time. Keep the doors open when there are visitors in your office whenever possible.
- Magnolia ISD will provide masks and gloves to all employees to wear if they deem necessary for their own protection.
- Every day before the start of a shift, each employee will have their temperature read to insure no one with a fever is working around other employees.

The Human Resources Department will also issue safe workplace guidelines for your use. If anyone has any questions or needs any further clarification on this matter, do not hesitate to send me an email. Thanks.



Tim Bruner

5-20-20
Date

Cc: Dr. Erich Morris
Alan Meeks
Orlando DeLeon