

To: Grand Rapids Public Schools Employee

From: Human Resources

Date: April 17, 2020

Re: State of Michigan Executive Order No. 2020-21 – Critical Staff Designation

Governor Whitmer issued executive order No. 2020-21, *Stay Home, Stay Safe* mandating a “*Temporary requirement to suspend activities that are not necessary to sustain or protect life*”, effective March 24, 2020. Per the executive order, Grand Rapids Public Schools (GRPS) must designate in writing, *which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation*. GRPS must also *determine which of their workers are critical infrastructure workers and inform such workers of that designation*. On April 9, 2020, the Governor extended that order to April 30 (EO 2020-42).

On April 3, 2020, Governor Whitmer issued executive order No. 2020-35, suspending in-person K-12 instruction for the remainder of the 2019-2020 school year. As a result, the District has created a Continuity of Learning and COVID-19 Response Plan (“Plan”).

This letter serves as notification pursuant to executive orders No. 2020-21 and 2020-42.

The following list identifies those designated by GRPS as necessary to conduct minimum basic operations or are critical infrastructure workers.

1. Cabinet members
2. Business Office
3. Purchasing
4. Payroll Office and school based support staff needed to ensure staff pay
5. Public Safety
6. Human Resources/Benefits
7. Facilities, Grounds, Operations and Maintenance
8. Technology
9. Food Service/Child Nutrition - related to the meal distribution program
10. Supply – related to the meal distribution program and mail pick up
11. Mail/Copy room
12. Administrative support related to the meal distribution program
13. GREA employees (teachers, related service providers, counselors)
14. Staff needed to communicate essential information and provide translation services
15. School Administrators
16. Special Education Supervisors

This list was compiled by referring to the following areas of executive order among other sections.

- 1) Section 4(b) *workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to all the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and benefits), or facilitate the ability of other workers to work remotely.*

- 2) Section 9(d) *Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency and people with disabilities.*

We will ask that you work remotely, to the extent possible; however, there may be times when work needs to be conducted on-site. If you are required to work on-site, please practice social distancing and wash your hands regularly.

Thank you for your continued support during this difficult time and please watch for additional communication moving forward.