



March 26, 2020

Dear Colleagues,

On Monday, March 23rd, North Carolina Governor Roy Cooper ordered all schools in the state to remain closed as instructional settings until May 15th. This order is in line with the declared state of emergency due to COVID-19. Yesterday, we learned that Orange County developed a stay-at-home order in the interest of public safety and to help slow the spread of COVID-19. The order goes into effect at 6:00PM on Friday, March 27th. I know this is a challenging and, at times, confusing situation that continues to change daily. However, these actions remain a way for us to minimize the health impact of the virus on our students, staff, families, community, state, and the whole country so that we can get back to our important work of educating and caring for children.

While more staff may be required to work remotely per Orange County's stay-at-home order, Orange County Schools staff were already encouraged to work remotely whenever feasible. Realizing that more staff would eventually need to work remotely, our district's senior leadership met this week to provide staff with additional guidance and documentation on working remotely. We've attached the following three district forms outlining procedures to help you understand the process and our expectations for working remotely:

1. [OCS Remote Working Procedures](#)
 - This is the expectation for all staff working remotely. All staff are expected to review this document.
2. [OCS Remote Working Request Form](#)
 - All staff working remotely, including those who have already been working remotely, must complete and submit this form to their supervisor by **April 3rd**.
3. [OCS Remote Working Activity Log](#)
 - Classified and non-Exempt staff working remotely must use the OCS Remote Working Activity Log
 - Teachers and other school-based Certified and Non-Exempt staff working remotely continue using the log provided by or that will be provided by their principal
 - Central Office Certified and Exempt staff use the log provided by or that will be provided by your supervisor

Some of you are already working remotely. I applaud your flexibility and creativity in making this shift. I also understand some of you may never have worked remotely, and we will have to show each other grace while we undertake a new way of working. These guidelines provide guidance on eligibility and participation, approval procedures, reporting, expectations, and communications for everyone working remotely.

If you have any questions about working remotely, please contact your immediate supervisor as a first step. Our district's human resources department is also available to you. You can reach Mrs. Teresa Cunningham-Brown, Chief, Department of Human Resources, at teresa.cunningham-b@orange.k12.nc.us. Thank you.

Despite the present uncertainties, our core principle of putting children, staff, families, and our school community first remains unwavering; our commitment to getting through this uncharted territory together remains unwavering as well. Thank you, again, for your continued support, commitment, dedication, patience, grace, flexibility and understanding. Please take care of yourselves and remain encouraged. #OCSStrong

Best regards,

Dr. Monique Felder
Superintendent