



**March 18, 2020**

As you know, on Friday, March 13th, Governor DeSantis and the Department of Education extended a directive requiring all school districts in the state of Florida to close for the next two weeks. As of today, the State has further directed that all schools, except preschool and VPK programs, be closed through April 15th.

All state testing for the 2019-20 school year has also been canceled. This includes FSA testing and EOC exams. We do not have additional information at this time, but we will be forwarding additional details as we receive them.

We also do not expect the school year to be extended at this time.

The response to COVID-19 and adjustments to the educational system remains very fluid. Thank you for your patience as we make adjustments to the information and decisions being made. We have been developing our staffing plan for the week after Spring Break, which is the week of March 23rd through March 27th. A staffing plan for the following weeks will be published each week.

Use the following helpful links for more guidance regarding response to the Coronavirus and CDC Fact Sheets. Also attached to this email is a flyer on what you can do to best protect yourself from COVID-19.

- [Florida Blue: How to Cope When You Feel Overwhelmed](#)
- [CDC COVID-19 Fact Sheets in English, Spanish and Chinese](#)
- [Florida Department of Education - Resources for Families](#)

**Work Week for onsite personnel for March 23rd - March 27th**

During the week of March 23rd- March 27th, the following work schedules will be adhered to (any visitors to any KCC campus other than associates must schedule and receive approval in advance):

Personnel	Worksite	Expectations
Campus Directors, Asst. Campus Director and Other Campus Admin including Front Office Personnel	All Campuses	An adjusted work schedule will be provided by Campus Directors to ensure 9a - 4p coverage each day.
Guidance	All Campuses	An adjusted work schedule will be provided by Guidance Services Director to ensure students have access to Guidance Counselors each day.

Personnel	Worksite	Expectations
Instructional	Remote	Working remotely to provide daily instruction via online learning. Campuses are available on a reservation basis for office equipment use and making calls. Training or support provided on campus as needed or scheduled by Campus Director. Edsby support for parents provided by onsite campus associates via telephone.
Cafeteria	All Campuses	An adjusted work schedule will be provided by Campus Directors to ensure 10a - 2p coverage each day.
Custodial	All Campuses	An adjusted work schedule will be provided by Campus Directors to ensure 8 hour coverage each day focusing on sanitation and deep cleaning.
Legal and Compliance	KCC District Office	An adjusted work schedule will be provided by Legal and Compliance Director to ensure 9a - 4p coverage each day.
Human Resources	KCC District Office	An adjusted work schedule will be provided by Legal and Compliance Director to ensure associates have access to HR services daily.
District Payroll and Finance	KCC District Office	An adjusted work schedule will be provided by Superintendent to ensure coverage each day and the timely processing of Payroll.
Technology and Instructional Technology Support	All Campuses	An adjusted work schedule will be provided by Superintendent to ensure coverage each day and support of remote learning.

The adjusted work schedules have been developed using guidance from the CDC and health agencies in reducing gatherings while providing the resources necessary to ensure necessary ongoing operations and to facilitate student learning. If any associate experiences symptoms of illness, they ARE NOT to come to work and must follow the guidelines outlined by the Department of Health.

Any employee who has been diagnosed with COVID-19 or any employee directed to self-isolate by a medical professional or government agency cannot return to work for the duration of their isolation. We will require documentation of the diagnosis for review.

### Resources for Students

During the week of March 23rd, the Hillsborough County School District will establish Grab-and-Go feeding sites across Hillsborough County Public Schools to ensure that students have accessibility to meals during this timeframe. The following locations will provide both breakfast and lunch to all individuals 18 years old or under for all students:

<b>Food &amp; Nutrition Sites</b>
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Alonso High School	Hillsborough High School	Plant City High School
Armwood High School	Jefferson High School	Reddick Elementary School
Blake High School	King High School	Rodgers Middle School
Brandon High School	Lennard High School	Smith Middle School
Chamberlain High School	Leto High School	Spoto High School
Durant High School	Madison Middle School	Strawberry Crest High School
East Bay High School	Middleton High School	Wharton High School

Each location will start serving food on March 23rd at 9:00 a.m. and remain open until 1:00 p.m. daily. All emergency food services will end on March 27th at 1:00 p.m. and students are only allowed to receive food one time each day, which will include both breakfast and lunch. While these locations encourage parents and caregivers to drive to the locations, they will be accepting walk-ups. Additionally, the Mayor's Office will open a few community sites that will allow students to have accessibility to nutritional options as well. These sites can be found on the city website located at [www.tampagov.net](http://www.tampagov.net).

### **Technology and eLearning**

KCC eLearning plans have been uploaded and prepared to ensure that instructional momentum continues. Edsby will be used as our communication tool to remain in constant communication with students in an effort to assign and review tasks and provided educational guidance. **An instructional schedule will be published on Monday, March 23rd by 1p.**

Each campus will be reaching out to families without internet capable devices on Monday with directions on how devices will be distributed. Devices must be picked up and signed for by a Parent or Legal Guardian.

Ensure you can login to Edsby using your student's credentials or reach out to the campus contact for assistance:

KCC Southeast: Mrs. McConomy (813) 699-4600 x215 or [tmccconomy@kidscc.org](mailto:tmccconomy@kidscc.org)

KCC South: Mr. Putnam (813) 671-1440 x235 or [cputnam@kidscc.org](mailto:cputnam@kidscc.org)

KCC Prep: Mr. Robinson (813) 699-5751 x5006 or [jrobinson@kidscc.org](mailto:jrobinson@kidscc.org)

Charter Communications/Spectrum will be providing free WiFi for all students for the next 60 days. For students to enroll, they will need to call [1-844-488-8395](tel:1-844-488-8395). Please note that all installation fees will be waived for new student households. WiFi hotspots across Spectrum's footprint will also be available for public use.

For associates or students that need assistance, our campuses will be open starting March 23rd through March 27th from 9a - 4p. Please contact your campus directly for assistance. Scheduling onsite visits in advance is required:

Riverview South (Mathog)	813-671-1440
Riverview Southeast Elementary IB	813-699-4600
Riverview Southeast Middle IB	813-699-5752
KCC Preparatory High School	813-699-5751

To view the Online Learning Plans, please select the appropriate link for your campus below:

[Riverview South](#)

[Riverview Southeast Elementary and Middle IB Schools](#)

[KCC Preparatory High School](#)

### **Looking Ahead**

To ensure that our facilities are prepared for the return of staff required to report onsite, campuses are working diligently to conduct deep cleans at every school. All custodial associates will start immediately on Monday, March 23rd to ensure a safe return.

As we continue to monitor guidance from the Governor's Office, Florida Department of Education, Hillsborough County School Board, Hillsborough County Emergency Operations Center, and the Florida Department of Health, we will keep each of you abreast of new and relevant information that could potentially impact our operations. Our hope is that each of you will use Spring Break to focus on your families, loved ones, and friends and make the necessary adjustments to continue instruction to our students as we face extended closures. Stay tuned to our social media platforms, your associate email and Parent Link for further updates.