

CORE CONNECTION

A MONTHLY NEWSLETTER
FOR LOUISIANA DEPARTMENT OF EDUCATION EMPLOYEES



March 13, 2020

Dear Colleagues,

As of today, the Department of Education remains operational with business as usual. All employees should report to their usual workplace Monday, March 16, 2020. However, effective immediately, non-business related visitors are not allowed in the building. Employees should speak with their managers regarding any hardships created by school closures. With regard to any absences, normal leave rules apply.

Employees should bring home any equipment necessary to work remotely in the event circumstances change.

The LDOE continues to closely monitor the situation and will inform staff as information pertaining to state employees is made available.

Louisiana 211

NEW

Louisiana 211 connects Louisiana residents to information about critical health and human services available in their community. For more information on how to access essential community services, please visit www.LA211Help.org.

Louisiana 211 provides a single access point to every day needs and in times of crisis by calling or texting the following:

- Dial 211
- Text LACOVID to 898-211

Proclamation No. JBE 2020-27

NEW

Today Governor Edward issued [Proclamation No. JBE 2020-27, Additional Measures for COVID-19 Public Health Emergency](#). Among other things, he directed the following:

1. All gatherings of 250 or more people between Friday, March 13, 2020 and Monday April 13, 2020 shall be postponed or cancelled. This applies only to gatherings in a single space at the same time where individuals will be in close proximity to one another. It does not apply to normal operations at locations like airports, medical facilities, shopping centers or malls, office buildings, factories or manufacturing facilities, or grocery or department stores.
2. All public schools in the State of Louisiana shall close facilities to students until April 13, 2020. Schools may offer complete distance learning, as capabilities exist. With appropriate social distancing measures, school shall, if able, continue to provide meals or other essential services with applicable staff.

COVID-19 Dedicated Email Address

A dedicated email address has been established to handle all COVID-19 related questions from the field. If an employee receives a COVID-19 related question from the field, you should direct them to this email address: LDOECOVID19Support@la.gov.

a COVID-19 related question. If you have any questions, you should direct them to this email address: LDOECOVID19Support@la.gov.
For example, if you receive such a question by email, please use the following response and copy LDOECOVID19Support@la.gov: "I am submitting your question to our dedicated email for COVID-19 questions."

COVID-19 Related Absences from Work

If an employee tests positive for COVID-19 (presumptively or confirmed)

- The employee must remain home until he/she is cleared by a medical doctor to return to work.
- Normal sick leave rules apply, please review [EP 4.2 - Leave Types and Usage](#).

If an employee has been possibly exposed to COVID-19 and has no symptoms of illness

Under this scenario, an employee may have traveled internationally, may reside with a family member who has traveled internationally, may be aware of possible exposure to someone presumptively or positively confirmed to have COVID-19, or may have been contacted by health officials to advise that such contact has occurred.

- The employee is required to report this information to his/her supervisor and Human Resources immediately.
- The employee will be required to stay at home during the designated incubation period of the virus, which is currently 14 days.
- The supervisor may allow the employee to work from home during the designated incubation period of the virus. Employees who are permitted to work remotely are required to continually update the agency on their status.
- If an employee is unable to work remotely, Human Resources and your Assistant Superintendent will make every effort to maintain the employee in paid status.
- If the employee becomes ill, the employee will be placed in sick leave status and must remain home until he/she is cleared by a medical doctor to return to work.

Travel Restrictions

Governor Edwards has declared a Public Health Emergency in response to COVID-19. Section 7 of [Proclamation No. 25 JBE 2020](#) addresses travel restrictions that apply to all state employees.

If an employee or any household members are traveling internationally, including air travel and cruise ships, the employee must inform their supervisor and Human Resources of their travel plans immediately. Upon return from international travel, it is likely you will be required to remain at home for the 14 day incubation period.

Available Resources

The following websites will ensure you have access to all available information related to COVID-19:

- Louisiana Department of Education: <https://www.louisianabelieves.com/resources/covid-19>
- Louisiana Department of Health: www.ldh.la.gov/coronavirus
- Office of the Governor: <https://gov.louisiana.gov/index.cfm/page/89>
- CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>