



BUFFALO PUBLIC SCHOOLS

Office of the Superintendent

65 Niagara Square Room #712 City Hall

Buffalo, New York 14202

Phone (716) 816-3575 * Fax (716) 851-3033

krinercash@buffaloschools.org

November 18, 2020

Notice to All District Employees

As a result of the change in Buffalo's COVID-19 designation to "Orange" and effective immediately as of Thursday, November 19, the Buffalo Public Schools will observe the following precautions:

1. Central office and school building staff are no longer required to maintain 2 days per week attendance on-site in their work locations. All other working conditions related to daily instructional duties, office work, supervision of employees, and other professional responsibilities are unchanged in this 5-day remote-only modality.
2. District employees may work on-site under the following conditions:
 - a. No more than 25% of building or office staff will be scheduled for on-site attendance at any one time.
 - b. Administrators in the Central Office and Building Principals shall be responsible to coordinate the volunteer scheduling that maintains the 25% limit.
 - c. All other safety protocols are in place, as previously established, related to PPE, distancing, and cleaning.
3. To retrieve materials or devices needed for working remotely, Central Office Cabinet Members and Building Principals will appropriately schedule their staffs at no greater than 25% capacity for this purpose. Again, effective immediately, no more than 25% of employees can be assembled in a work location at any one time.
 - a. Associate Superintendents shall provide guidance to Principals on how all such 25% capacity scheduling may be implemented.
4. This District-wide modality shall be in effect until further notice and may be revised as regional color-code designations change.

Thank you for your extraordinary dedication to our students and families and to our profession during this unsettling time. Be safe. Follow the rules.

Respectfully,

Dr. Kriner Cash
Superintendent of Schools

“Putting Children & Families First to Ensure High Academic Achievement for All”