**Peru Central School District**

District Office

P.O. Box 68

17 School Street

Peru, New York 12972

(518) 643-6000 Phone

 Dr. Thomas Palmer (518) 643-2043 Fax Mr. Randolph B Sapp

Superintendent of Schools School Business Administrator

3/20/2020

Dear {Staff Member},

Thank you for taking the time to reach out to my office in this very unique time. The authority was given to me to determine who was essential and nonessential in the running of the school during this crisis situation.

As I have shared with you on the phone that everyone is needed. We as a district have been charged with 2 (two) very important missions: 1. Continued instruction of our students from a digital and outside of the walls education for all students during this time period, 2. Continue to feed our children.

Because we have discussed your hardship of being able to be at work, I am deeming you as a nonessential employee at this time until April 15, 2020 you will be able to stay home and will receive full pay and benefits during that time. After that time of April 15, another Executive Order extending that time period would have to be executed to extend that benefit. We will figure it out as legislation continues to be developed.

We will see what types of jobs you would be able to do while off campus and share your name with the administrators for other assignments.

If there is anything else you need, I would go through your building principal or supervisor for any clarification or guidance on the work that may be assigned.

Sincerely and stay healthy,

Tom Palmer

Cc: Randolph Sapp-Business Official

 Matt Berry-High School Principal

 Scott Storms-Middle School Principal

 Michelle Rawson-Primary Principal

 Gigi Mason- Interim Intermediate Principal

 Shannon Rabideau-Director of Student Services