

March 23, 2020

Good Afternoon Madison District Public Schools,

By now I am sure you have heard of the Governor Whitmer's order to stay home and stay safe, **Executive order 2020-21 (COVID-19)**. We want to encourage you to follow the guidelines regarding that order. We are also sharing and identifying those positions that are critical for minimum basic operations.

For purposes of the governors order 2020-21 (COVID-19) and based on Section 4, subsection B:

4. No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence **except to the extent that those workers are necessary to sustain or protect life or to conduct minimum basic operations.**
 - a. For purposes of this order, workers who are necessary to sustain or protect life are defined as "**critical infrastructure workers,**" as described in sections 8 and 9.
 - b. For purposes of this order, workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

Businesses and operations must determine which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation. Businesses and operations must make such designations in writing, whether by electronic message, public website, or other appropriate means. Such designations, however, may be made orally until March 31, 2020 at 11:59 pm.

We find it necessary to identify and designate: Administrators, Central Office Finance Staff, Pupil Accounting and Communication Services, Cafeteria Workers, Outside Maintenance, and Head Custodians, as "Critical Infrastructure workers". We understand there are concerns that you may have, however, we believe we are taking every safety precaution necessary to provide a secure and safe environment while we allow for food distribution.

In addition, Buildings will be closed until April 13, 2020 for access to employees. We encourage you to stay safe, and to follow the governor's order.

I want to assure you that we will get through this pandemic together.

Sincerely,
Angel Abdulahad