[TO BE PRINTED ON DISTRICT LETTERHEAD]

[Date]

To All District Employees:

On April 1, 2020, Governor Stitt issued the Seventh Amended Executive Order 2020-07, “Safer At Home Order.” In that Order, the Governor declared that, effective immediately, all businesses not identified as being within a critical infrastructure sector to close until April 30. Per the Governor’s order, only those businesses identified as being within a critical infrastructure sector as defined by the U.S. Department of Homeland Security or the Oklahoma Department of Commerce should continue to operate.

Per the Department of Homeland Security, Critical Infrastructure Guidelines (<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>) and the memo accompanying the Governor’s Executive Order, “workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for purposes of distance learning, provision of school meals, or care and supervision of minors” provide essential and critical functions in the infrastructure as part of the United States educational system.

Employees of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools provide such services. Accordingly, District employees are considered part of the critical infrastructure and should proceed to their assigned locations as directed by administration so we may continue to serve this critical function and provide essential services to individuals throughout the State of Oklahoma. At this time, only those employees who are deemed essential by the district are required to report to their assigned locations. All other employees should continue to follow recommendations for social distancing and should not report to work until otherwise requested by the district’s administration.

If you have any questions, please feel free to contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (\_\_\_) \_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_.

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