

Date	Event	COVID-19 related Item
ongoing	Negotiations with HESTA and CSEA regarding impacts of COVID-19	*engaged in conversation regarding impacts of COVID
Tuesday, 1/11/2022 - present-day	Classified and certificated substitutes	*The HR department has been working diligently to fill vacancies. *The HR department is working with the new relaxed guidance to hire new substitutes that meet eligibility criteria.
Tuesday, 1/11/2022- present-day	Superintendent, Cabinet, and District Office administrators check-in and support for school sites	Ed. Services: Classroom substituted @ HDLA- 9 full days Morning check ins at schools daily Student Nutrition: Daily staff coverage Business Department: administrator assistance at site Assistant Superintendent: assistance at sites Student Services: daily staff coverage at sites Superintendent: assistance at sites Confidential Staff: assistance at sites IT Department Staff: assistance at sites Special Education Department Staff: assistance at sites
Wednesday, 1/12/2022	Distribution of KN95 mask packs (5 each per pack) to all HSD staff and HPS students	*Student Nutrition gathered and sorted KN95 masks into packs of 5 and distributed to all school sites for interested employees-3700 masks altogether *Instructions were included on how to reuse and sanitize KN95 masks *HPS staff were also provided masks to help curb any exposures to our RO Hardin staff
Wednesday, 1/12/2022	Meeting with CSEA	*agreed with CSEA to temporarily offer all

		health clerks up to 2 hours per day, payable on a timesheet, for a total of 19 days *agreed to invoke Article 12.9-classified staff may substitute for a position outside of their bargaining unit
Wednesday 1/12/2022	ParentSquare Message to all families and staff regarding local testing locations	*A message was sent to all families and staff regarding local options for COVID testing
Friday, 1/14/2022	ParentSquare Message to all HSD families regarding relaxed substitute requirements	*A message was sent to all families and staff regarding relaxed substitute requirements.
Friday, 1/14/2022 and ongoing	Distribution of test kits	*District acquired additional COVID test kits, each site received an additional 180 tests. *To date, the District has distributed over 8500 test kits.
Friday, 1/14/2022	COVID 19 updated guidance	*School Nurses reviewed guidance from CDPH, CDC, and updated student and staff guidance. *Notification was sent home to families regarding updated guidance.
Monday, 1/17/2022 Martin Luther King Holiday	Boxed Meals	*Student Nutrition has prepared 1200 boxed lunches to distribute to students on Independent Study Contracts-this is 12,000 meals in total (breakfasts and lunches)
Tuesday and Wednesday, 1/18/2022 and 1/19/2022	ParentSquare Message and Boxed Meals	*The IT Department ran the report for students out on Independent Study for both Tuesday and again on Wednesday. They sent out ParentSquare messages to those families letting them know to come to pick up boxed

		meals at the DO Warehouse. *Student Nutrition Distributed just under 200 boxes on those two days
Wednesday, 1/19/2022	Distribution of N95 mask packs (5 each per pack) to all HSD staff and HPS staff	*Student Nutrition gathered and sorted N95 masks into packs of 5 and distributed to all school sites for interested employees-3700 masks altogether.
Wednesday, 1/19/2022	ParentSquare message	*School Principals sent out ParentSquare message to their families on Independent Studies letting them know the sites will have Boxed Meal Distributions at the schools, 15 minutes after school lets out on Thursday 1/20/2022
Thursday, 1/20/2022	Boxed Meal Distribution	*After Schools were released, Student Nutrition distributed around 500 boxed meals equalling 5000 meals
Friday, 1/21/2022 & Monday 1/24/2022	Site Office Coverage	District office staff covered ROH office as well as RSJ office
Week of Monday, 1/24/2022	Student KN95 Mask Distribution	District Office (Student Nutrition) staff will distribute KN95 masks to all students. KN95 masks will be optional.