



# WEST OTTAWA PUBLIC SCHOOLS

## ADMINISTRATION OFFICES

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To: West Ottawa Public School employees

Date: 3/23/20

Re: State of Michigan Executive Order No. 2020-21

Governor Whitmer issued executive order No. 2020-21 mandating a “*Temporary requirement to suspend activities that are not necessary to sustain or protect life*”. Please follow the link for the entire [executive order](#), a [one-page summary](#), and the reference on [critical infrastructure workforce](#). Per the executive order, West Ottawa Public Schools (WOPS) must designate in writing, *which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation*. WOPS must also *determine which of their workers are critical infrastructure workers and inform such workers of that designation*. These workers would then be allowed to travel to and from their residence during the duration of executive order No. 2020-21.

The following list identifies those designated by WOPS as necessary to conduct minimum basic operations or are critical infrastructure workers.

- 1) Central Office employees
- 2) Maintenance employees
- 3) Technology employees
- 4) Food Service employees related to the meal distribution program
- 5) Transportation employees related to the meal distribution program
- 6) Administrative support related to the meal distribution program
- 7) All volunteers related to the food service distribution program

This list was compiled by referring to the following areas of executive order, among other sections.

- 1) Section 4(b) *workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to all the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and benefits), or facilitate the ability of other workers to work remotely.*
- 2) Section 9(d) *Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals,*

*individuals who need assistance as a result of this emergency and people with disabilities.*

We continue to appreciate the efforts of all WOPS employees as we support our students, families, and the greater community during this time. If your employee group is one of those designated in order to conduct minimum basic operations for the district, your immediate supervisor will notify you when there is a requirement to work onsite. The district will continue to **promote remote work to the fullest extent possible** throughout the duration of the executive order, while adhering to appropriate social distancing guidance. However, there may be times when work needs to be conducted onsite.

Thank you for your continued support during this difficult time, and please watch for additional communication moving forward.



**Jeffrey W. Malloch, Ed.S., MBA, CFO**

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