

August 15, 2022

Dear School Leaders,

It was so good to see you all last week at Kickstart! My Power Point from Tuesday is posted on Trello in case you need it. I will jump right into the topics for this week...

Action Item

- If you didn't get a chance to complete [this survey](#) regarding D.C. trips this year (i.e., Are you planning to go? What company do you use?), please take a moment to do so.

Personnel Updates

New Hires: Please be sure to view the information regarding the onboarding of new employees into the Paycom system (included in today's main Keystone newsletter). Also, a reminder to verify the vaccination status of any new hire and have them upload a copy of their vaccination card into the CLUE app on Paycom. If a new hire wishes to seek an exemption to the vaccine mandate, have them contact the Human Resources Dept. to initiate that process: (206) 382-4570

***Note:** We know there are still questions around the vaccine accommodation process for both employees and volunteers. We are currently with H.R. to update the protocols and will be sending out new information very soon. Stay tuned!

Just a couple of **Frontline** reminders:

- If you have a Frontline account (let me know if you don't), you can post positions - it does not have to be done through our office. In the attachments to this newsletter, I have included directions for how to post a position. Feel free to call me if you have any questions.
- A friendly reminder to include the following paragraph in all job postings, per H.R.:
Statement of Vaccination Requirement – Condition of Employment
The Governor's Proclamation 21-14.2 requires all employees of educational institutions (schools) to be fully vaccinated against COVID-19 unless a medical or religious (moral/ethical) exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.
- Please be sure to remove a posting when the position has been filled. Go to 'Job postings' on the left-hand column, then 'Close an Approved Posting.'

COVID & Health Related Information

Below are some helpful **COVID resources and information:**

The first two documents are helpful for summarizing the updated guidance to staff and parents:

- [School and Child Care COVID-19 Guidance Brief for School Staff \(wa.gov\)](#)
- [School and Child Care COVID-19 Guidance Brief for Child Care Staff \(wa.gov\)](#)
- [825057-COVID19SchoolGuidanceParentLetter.docx \(live.com\)](#)
- [COVID-19 Symptom and Exposure Flowchart for Schools and Child Care \(wa.gov\)](#)
- The process for ordering testing supplies is different this year. Schools who are enrolled in the Learn to Return program should register to order testing supplies through the DOH COVID Test Ordering Portal:
 1. First register with DOH [HERE](#) to provide your shipping information.
 2. Once registered, order tests [HERE](#).
- It was requested that I re-share the spreadsheet sent out last year to track students, staff, and volunteer vaccination status. It is attached to this newsletter. Note that using this particular form is optional.

Some have asked about guidance around the Monkey Pox Virus. Here is the link to information on the Dept. of Health website: [Monkeypox \(MPV\) | Washington State Department of Health](#)

That's all for now. Wishing you all a great week!

Sincerely,
Pam Schwartz