



# Brownsville Independent School District

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*Dr. René Gutiérrez*  
Superintendent

## MEMORANDUM

To: Assistant Superintendents  
Administrators  
Staff

From: Dr. René Gutiérrez  
Superintendent of Schools

Date: August 13, 2020

Re: **BISD Employee Regular Schedule**

The Brownsville Independent School District (BISD) continues to work and collaborate with local and state agencies as we monitor the Coronavirus (COVID-19) pandemic. Due to the fast approaching start of the new school year, we will resume our regular work schedule and hours, Monday through Friday, beginning Monday, August 17, 2020.

All employees will continue to follow the Center for Disease Control (CDC) guidelines:

- Ensure six feet of social distancing is in place at all times,
- Handwashing and sanitizing will continue and is required,
- Masks will continue to be mandatory,
- Gloves are strongly recommended, and
- Employees may request additional personal protective equipment from your immediate administrator.

All employees will adhere to the following expectations:

- Employees have the flexibility to work from home, report to the workplace, or a combination of both working from home and reporting to the workplace upon the approval of your immediate administrator.
- Employees working from home must be available during the regular work schedule and hours.
- At times, employees will be considered an essential employee depending on the need to complete on the jobsite duties and will have to report to your department or campus upon the discretion of your immediate administrator. Administrators must be fair and consistent with employees when applying these expectations.
- Check with your immediate administrator for your regular work schedule and hours.

Distance Learning will begin on Tuesday, August 25, 2020. I would like to take the opportunity to thank you for your cooperation as we continue to work and prepare to open our schools with safety, health, and well-being as a priority. The above is subject to change based on the authority of the local, state, and national government orders.

If you have any questions, please contact the Human Resources Department at 956.548.8031. Stay safe and we look forward to seeing you soon.

Sincerely,

A handwritten signature in blue ink that reads "René Gutiérrez".

Dr. René Gutiérrez  
Superintendent of School

***BISD does not discriminate on basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.***