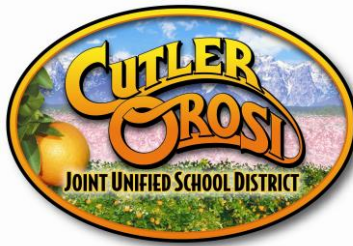


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Superintendent
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Assistant Superintendent

Letter #2

March 17, 2020

Dear COJUSD Family,

For the past seven days, I have been sharing with you that every day things are changing with COVID-19. Today, there is another modification to the plans and information discussed over the last few days. There is another COVID-19 case in Dinuba (3 total in Tulare County). With this information, the Board of Trustees and I feel that it is best for our staff to remain at home.

I have been receiving several calls about food service during this closure. Today three daycare providers inquired about lunch services since they are terribly impacted with children who would normally be at school. This means I need staff to provide the most essential needs for our students.

Effective today Instructional staff and some classified staff will remain at home practicing social distancing. **Staff will not be at work physically but will be on call for the week of Wednesday, March 18- Friday, March 20.** We are taking this issue one week at a time. The following are the expectations:

- Teachers are expected to give your students a wellness check, through a phone call or email. Much of what I have been reading is that this entire situation is causing students anxiety and stress. We need to tend to our students. If you cannot access the information to give the students this wellness check you must communicate with your principal.
- Teachers need to document the contact on the tutorial log that teachers turn in monthly. If you don't have it, communicate with your principals.
- Both Certificated and Classified Staff need to be available to come into work if needed.

Staff needed for essential services on Wednesday, March 18- Friday, March 20:

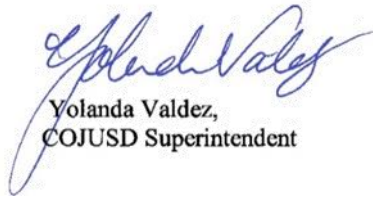
- Food Service Personnel must come in to prepare and provide students with bag lunches
- All the Extended Administrative Team will come into work on Wednesday to support food service personnel with the food delivery and student packet mailings.
- All District Support Staff (all classified at D.O.) will come into work to prepare the mailing of parent communication and student homework packets.
- All District Site Secretaries and Clerks will report to their school sites to prepare the mailing of parent communication and student homework packets.
- District Office custodian is expected to come into work as well as the two maintenance employees. They will need to sanitize the District Office.

The staff that is coming in to work this week will be practicing social distancing as best possible and will be dismissed to go home as soon as the tasks are completed.

I know this is very difficult to comprehend and it is more difficult to explain to children. We cannot forget that if we are feeling stressed and anxious the children are feeling it as well. Let's do our best to work together and make this terrible situation the best it can be. Every one of our staff is essential to getting through this crisis. Be safe and stay healthy.

Sincerely,

Yolanda Valdez

A handwritten signature in blue ink that reads "Yolanda Valdez". The signature is fluid and cursive, with a large initial "Y" and "V".

Yolanda Valdez,
COJUSD Superintendent