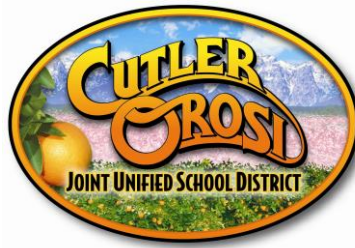


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MARCH 15, 2020

**The following is an updated message for Cutler-Orosi JUSD employees**  
**regarding the school closure, effective immediately.**

We have been working closely with local health officials and Tulare County Office of Education. Currently, there are no confirmed cases of COVID-19 in Cutler-Orosi; however, after careful consideration and out of an abundance of caution, Cutler-Orosi JUSD is announcing that all COJUSD schools are closed beginning Monday, March 16<sup>th</sup> through Monday, April 13<sup>th</sup>.

**All students will report to school Tuesday, April 14<sup>th</sup>. We will send out further announcements to keep you informed as the emergency develops and/or if these dates change.**

**Adjustments to student schedules:**

Monday, March 16 – Friday, April 3	Non-Student Days
Monday, April 6 – Monday, April 13	Regularly Scheduled Spring Break
Tuesday, April 14	Students Return to School

**Adjustments to staff schedules:**

Monday, March 16	Non-Work Day (Extended ATM)
Tuesday, March 17	Non-Work Day All Staff
Wednesday, March 18	Work Day - All Staff Return to Work

Pursuant to the Governor’s declaration of an emergency; this closure is considered a public emergency. As a district employee, you are required to report to work per your contract on the dates indicated above.

All District employees are contracted to work on Wednesday, March 18<sup>th</sup> and shall report to their designated sites. Please see below for specific instructions. Some staff may have their schedules changed based on departmental needs including the Food Service Department and will be notified.

District Office & Site Administrators	COJUSD District Office will be closed until Wednesday 3/18 and remain open the remainder of the school closure. District Office employees including Business, Personnel, Student Services, Curriculum, Special Services and IT, shall report to work as indicated above.
School Office & Clerical	All Clerical and Office Staff shall report to assigned work locations on 3/18 and follow regular work hours. Sites and departments will receive many phone calls, office staff will need to field calls. Information will be provided to staff as to who to contact should the caller explain that they are experiencing symptoms of the virus.
Certificated	Certificated Staff shall report to designated sites 3/18. Under the direction of the Principal, staff will work in individual classrooms.
Custodial, Grounds, Maintenance & Site Technology	Custodial, Grounds, Maintenance, and Technology staff shall report to assigned work locations on 3/18 and follow the regular scheduled hours and perform designated assignments (not summer schedule).
Transportation	Transportation Department staff shall report to assigned location on 3/18 to deep clean district vehicles, buses and complete other duties as given.
Food Services	Food Services staff shall report to Golden Valley Cafeteria for a mandatory meeting on 3/18 at 7 a.m. at which time the plan will be discussed.
Classified Staff	All other Classified Staff (including Instructional Aides, Campus Security, Preschool Aides, and Health Aides etc.) shall report to assigned sites on 3/18 to assist with deep cleaning, supervision and other needs as assigned.
Timesheet Staff	Before School Staff, AVID Tutors, Babysitters, Temp staff, Substitutes Etc. are not contracted staff and will not report to work. Should you need unemployment services seek unemployment assistance from the EDD.
Family Ed. Center	FEC Staff will report to the FEC on 3/18.

Continue to use precautionary and preventative health measures, such as frequent handwashing and use of hand sanitizer, which is available at all sites. Practice social distancing as preventative measure as much as practically possible. For any medical assistance, follow the link to access the MD Live flyer on the website <http://www.cojUSD.org/Business/Employee-Health-Benefits/index.html>

**PAYROLL** – Your salary will continue as normal for contracted staff. Timesheet employees will need to seek unemployment assistance as stated above.

- Be sure that your Supervisor and the Personnel Department has your current contact information.

**LEAVES FOLLOW PRE-ESTABLISHED PROCEDURES, REFER TO THE CONTRACT WITH SPECIFIC QUESTIONS, WHICH IS AVAILABLE ON THE DISTRICT WEBSITE.**

Self-Quarantine	Use P/N or Vacation Leave. You may use FMLA / CFRA which is unpaid leave up to 12 weeks.
Self-illness or care of sick family member	Use both current year and accumulated sick leave. You may also use FMLA / CFRA which runs concurrently with sick leave. You may be entitled to sub-differential paid leave after sick leave is exhausted.
Doctor Imposed Quarantine	Provide a Doctor's note stating the ordered quarantine and the length. This must be forwarded to Personnel ASAP. You may be entitled to additional leave.
Other Leaves such as Vacation, Bereavement, Etc.	Regular contract provisions remain the same. If you need to stay home for childcare purposes, you will need to utilize your PN, or Vacation leave. <b><u>YOU MAY NOT BRING YOUR CHILDREN TO WORK.</u></b>