

Friday, March 13, 2020 3:58 PM

Dear Team PUSD,

As written in my previous email, our schools will be closed for the next three weeks, from Monday, March 16 through Friday, April 3, unless conditions call for an extension.

**NOTE: Spring Break will remain at its regularly scheduled time of April 13-17, 2020.** During the emergency closure, the District Office will be operating to ensure continuity of essential District functions, but will be closed to the public.

All PUSD employees: Please report to work at your normal scheduled time on Monday, March 16, (unless directed otherwise by your supervisor/principal) at which point you will attend a brief meeting with your supervisor/principal and receive further direction and details on what is expected of you during this closure.

Here are some clarifying details to share at this point:

- All contracted employees will be paid during the 3-week closure, including long-term subs who are currently in an assignment as of March 13, 2020
- Teachers, IAs, and any other staff who work directly with student support and instruction, will be working from home, but will not be asked to provide lessons or lesson plans
- Teachers, IAs, and any other staff who work directly with student support and instruction, can catch up on any work, data entry, training, professional development, or planning that can be done at home
- Managers, Supervisors, and Site Administrators are expected to report to their work site daily to ensure continuity of operations and site security (please check in with your immediate supervisor for further details and instructions)
- School site staff should take any personal or valuable items home with them due to the deep cleaning that will be taking place during the 3-week closure
- All staff should be regularly checking their work email for any updates from their supervisor/site administrator or the District
- Optional, enrichment resources for students will be made available (which will not be mandatory or graded)
- Food Services will continue and be available at all school sites, including breakfast (the 8 sites where breakfast is normally served) and lunch, which will be distributed as bagged meals in front of every campus in a drive up/walk up manner. Students picking up their lunch must enter their pin number and be physically present. ALL students can have access to these meals

- Facilities, Maintenance, and Operations will coordinate deep cleaning of all school sites and District facilities
- Extended Student Services (ESS) and After School Education and Safety (ASES) Programs will not be operating during the closure
- Below is a copy of the communication being sent out to all PUSD families

As the news and events surrounding COVID-19 continue to unfold at a rapid rate, we would like to acknowledge that your emotional well-being as well as physical health, and that of your family, are very important to us.

The following is a free support resource available to all PUSD employees: Employee Assistance Service for Education (EASE) Program at 800-722-3273

Be assured we are working closely with our state and local agencies to provide Team PUSD and our broader community with the most timely, accurate and useful information available to us.

Respectfully,

Marian Kim Phelps, Ed.D.  
Superintendent

## ***Communication to Parents***

Dear PUSD Families, (parents only)

We know this is a difficult time for all families. Please know that your child's safety and well-being is our utmost priority. Be assured that we are working closely with our state and local agencies to provide PUSD and our broader community with the most timely, accurate and useful information available to us.

As written in my previous email, our schools will be closed for the next three weeks, from Monday, March 16 through Friday, April 3, unless conditions call for an extension.

**NOTE: Spring Break will remain at its regularly scheduled time of April 13-17, 2020.** During the emergency closure, the District Office will be operating to ensure continuity of essential District functions but will be closed to the public. We will continue to email updates as well as post the latest information on social media and our District website: [powayusd.com](http://powayusd.com).

Here are some clarifying details to share at this point:

- Optional, enrichment resources for students will be made available (which will not be mandatory or graded). Please look for a separate email on Monday.
- Food Services will continue and sack lunches will be available at all school sites to all PUSD students. Bagged breakfasts will also be available at sites that normally serve breakfast: Los Penasquitos ES, Midland ES, Pomerado ES, Valley ES, Meadowbrook MS, Mt. Carmel HS, Poway HS, and Westview HS. These will be distributed in front of the campus in a drive up/walk up manner. Students picking up meals must provide their pin number and be physically present. Again, any PUSD students can have access to these meals but they cannot pick up extra for anyone else not present. If there are multiple children in a family at different grade levels, all children can go to one school site (but it is recommended that they go to the grade level of the oldest child to ensure adequate nutrition).
- During the 3-week closure, Facilities, Maintenance, and Operations will coordinate a deep cleaning at all school sites.
- Extended Student Services (ESS) and After School Education and Safety (ASES) Programs will not be operating during the closure.

As the news and events surrounding COVID-19 continue to unfold at a rapid rate, we would like to acknowledge that our students' emotional well-being as well as their physical health, and that of your family, are very important to us.

Attached are resources provided by the National Association of School Psychologists in talking to children about COVID-19.

Sincerely,  
Marian Kim Phelps, Ed.D.  
Superintendent