Dr. Curt Dubost, Superintendent

I would like to take this opportunity to communicate to all of our staff, and the community as a whole my sincere gratitude for the cooperation exhibited by virtually all of our people during this time of need. I think we have truly come together to protect ourselves, one another, and our family members at home, while at the same time doing our best to provide the best possible education under the circumstances to the students of our community.

Special recognition this week needs to go out to the essential workers who have continued, particularly those Food Service workers and those who are meeting the children and families at the curbs to be sure they are fed during this difficult time of need and scarcity of food. It is truly exceptional that so many people have stepped up and asked how, when and where they can help, say the word and we will be there.

We continue to maintain the stance that no person will be required to come to work, we understand that each of you faces a unique situation with your particular family, personal health, health of someone you love, whatever it may be. We do ask all of you who can see your way clear to help out continue to do so and I reiterate my gratitude for those of you who are doing that.

We have taken a little extra time to roll out our instructional materials. It is hard to prepare appropriate grade level assignments by discipline but the instructional staff has come together and worked very hard to provide these opportunities for children to have lessons from home. I know that all of the teachers and other instructional support staff will make themselves available by electronic means. I have even seen teachers set up chat rooms for their individual classes and some other very unique ideas.

I would like to ask all teachers and aides to please be patient with parents who are struggling to implement instruction at home and maybe facing the unavailability of a quiet spot in their home, not understanding lessons, and needing assistance. I know each of you will do your best to provide that to them. As an ongoing issue, the Board has agreed with my request that so we postpone any of the issues of great import that we are in the middle of deciding. Given our financial situation, exacerbated by continued declining enrollment we are postponing all of those decisions. We do need to go forward with the resolutions only that would be required if we did opt to take the drastic action of closing a school site because we have to meet a legal timeline on that. The fact that those resolutions are on Tuesday’s agenda does not mean that a decision has been made. When we are able to get together, have the process that was promised and are able to get a full vetting of all the options, we will make the decisions then.

We look forward to keeping you posted through this newsletter. If you feel you are getting too much or not enough information please let us know. I have no doubt that we will make it through this and potentially be better for it. I am always available if you would like to reach out.

Sincerely, Curt
During these surreal times, take time to breathe, reflect and care for yourselves and your families. We are here for you, we can get through this together; we are Bearcats, and that’s what Bearcats do. Be well! -Jen Gaviola

Please see the link below for all communication to staff and public:

Human Resources began calling each employee today checking in on them. We have just over 800 employees, our goal is personally touching base with approximately 100 employees a day.

Employee Assistance Program is Available
In this time of so many changes in our daily work and life routines, it is helpful to know that there are resources available. As an employee of PRJUSD, you and your family have access to the Employee Assistance Program (EAP). The EAP provides many helpful services at no cost to you - counseling, legal and financial advice, resources for housing, pet care, elder care, anxiety, substance abuse, and depression. If you are feeling anxious these days, don’t hesitate to call EAP - not only is it FREE but it’s also confidential. Employees Assistance Program

MD Live - Virtual Access to Physicians
For employees who subscribe to medical insurance through PRJUSD, you have access to MD Live. MDLive provides access to physicians 24/7 to deal with routine medical issues. After completing a medical questionnaire, you will be provided with an appointment with a physician who can prescribe medication and help you with an emerging medical situation. MD Live

In addition, they provide behavioral healthcare with licensed therapists via teletherapy. MDLive doctor appointments are subject to a $5 copay; behavioral health visits are the same cost as your doctor’s office copay for your regular insurance plan ($20, $30 or $40).

Excerpt from author Brene Brown:
(Dare to Lead)
Surviving this crisis will take a shift in mindset, and that’s tougher than we think - especially when we’re afraid. Fear and anxiety can drive us to become very self-focused. This global pandemic is a real case of “getting sick together” or “staying well together.”
Our choices affect everyone around us. There is no such thing as “individual risk” or “individual wellness.”
This is the ultimate reminder that we are inextricably connected to each other. Turning away from collective action right now - as tempting as it is - will only generate more pain.
Owning and embracing our global interconnectedness (from a safe distance) and thinking about others as we make choices is, ironically, our only path to safety for ourselves and the people we love.

Stay awkward, brave, and kind. Love each other. Spread calm.
EDUCATIONAL SERVICES

Carol Kenyon, Chief Academic Officer
Dana Budd, Director of Curriculum and Instruction

During this time of school closure, we are dedicated to providing on-going learning activities and we are using all resources at our disposal including the expertise of our teachers and specialized program staff. We are all in this together for our kids. -Carol Kenyon

Student Learning Continues
First and foremost we want to assure all of our families that we are committed to working together to continue to provide learning opportunities for our students during this time of school closure. In the midst of the unique challenges each family is facing, our goals are twofold: First, to provide distance learning for all students and second, to provide ongoing school to home connections.

Our Governor stressed that we must employ “flexibility for distance learning.” As things change, learning will be provided in multiple and varied forms. For example, elementary students will have options for accessing learning through online platforms as well as through paper packets while secondary students will access their learning solely online. We have been systematically and thoughtfully rolling out learning activities to students. During week one, voluntary learning activities have been available online through the District website. Week two increases the offerings to reinstate credit recovery classes and to provide voluntary learning packets in paper form at each feeding pickup location. On week three, distance learning will begin for all other students with the additional option for our elementary students to pick up paper packets if they prefer or are unable to access digital learning.

We continue to work in collaboration with our staff, community and other local district partners to ensure we are providing equity and access to all students. Below are some of the resources available for voluntary enrichment. A complete list can be found at https://www.pasoschools.org/Page/1817.

During this time of school closure, we are dedicated to providing on-going learning activities and we are using all resources at our disposal including the expertise of our teachers and specialized program staff. We are all in this together for our kids. -Carol Kenyon

Kindergarten
Postponed Registration will continue on APRIL 13 at the District Office.
The fiscal department will continue to work the revised building hours. Staff prefers working in the building to ensure they have access to all physical files. While doing so, they will practice social distancing. However, the payroll and purchasing department have been provided ChromeBooks to ensure they have access to email and the district’s financial system. (QSS) This will allow them to work remotely, should that become absolutely necessary.

Food Services/Culinary Academy
Approximately 70% of food service staff is currently working, with over 50% of those employees working their normal hours. We are serving breakfast and lunch meals at 4 different locations, and our counts are increasing daily. With the increased production of meals, volunteers may be needed to continue the program. If anyone wishes to volunteer to assist, email Mary Gentry to inform her of your availability. The current need is: 6am-8am at the culinary building or 11am -1pm at one of the four sites that are distributing meals. Please communicate with Mary to ensure we have the appropriate volunteers at the appropriate site.

Technology
All IT staff is working remotely. Their primary focus has been:

Setting up and testing the several teleconferencing and distance learning solutions available to us. Many vendors are offering their solutions for free and we have submitted requests to get access to those so we can test further.

Setting up business office staff with remote access to their office computers to process payroll and access QSS.

Identifying a solution for distance learning bandwidth bottlenecks with our network. We have been working with Lightspeed and we now have a solution for this that will offload the load to our filtering system to a cloud-based system. This will alleviate our bandwidth bottleneck and we will not need to upgrade our firewall or filter.

While there were no service outages to report this week we are seeing significant performance issues with google and other services. This is a nationwide issue due to the increased demand being put on the internet by remote workers and families staying home using streaming services.

Staff will continue to have access to their landline voicemails via email. Voicemails are automatically forwarded to your email inbox. If a staff member is not set up for that service, please contact the IT department via the Help Desk.

Maintenance/Grounds/Custodial (Operations)
The operations team has developed a rotating schedule during the school closure. There is a four-person custodial crew that is focusing on site checks related to graffiti, vandalism, and general exterior inspections. The maintenance department has two staff members that are assisting with weather related items and supporting other departments as needed. The grounds staff is assisting other departments as needed and is ensuring sites continue to look presentable.

Construction
Construction continues at Flamson, Marie Bauer and Glen Speck, however, contractors are complying with local health department guidelines and their own internal policies. This will impact progress on our projects but contractors are attempting to stay on schedule.

Mail Delivery/Live Payroll Checks
Live payroll checks will be available at the district office on March 31 from 10am - 1 pm. If checks are not picked up that day, the remaining checks will be mailed to the address on file April 1, 2020.

San Luis Obispo County Office of Education (SLOCOE) has implemented an employee self service portal that will allow all employees to access their payroll stubs via the Internet. A separate email to all staff with instructions will be sent out next week explaining how an employee can access that information.

District mail has continued with normal operation this week. Starting on March 20, 2020, daily district mail will only be provided to the culinary building and the district office. School site mail will be held at the warehouse until further notice. This may be adjusted in future weeks based on the amount of mail that is arriving at the warehouse.
The global pandemic is a real case of "geopolitical risk," and it is inextricably connected to each other. Turning away from this risk will mean that a decision has been made. When we are making choices, we must consider not just what is right or wrong, but how our actions will impact not just ourselves, but also the people who love us.

During these surreal moments, taking a step back to breathe, reflect, and care for ourselves and our loved ones is crucial. As an employee of SLCUSD, you have access to MD Live, which provides virtual access to physicians. This service allows you and your family to have immediate access to healthcare providers, ensuring that you can receive the care you need without leaving your home.

The Employee Assistance Program (EAP) is another resource available to employees, offering confidential support and guidance. This program is designed to help employees manage personal and work-related challenges, ensuring that they can focus on their well-being and the well-being of their colleagues.

Staff and public:

Please see the link below for all communications from the school district. The Human Resources department has two staff members who are responsible for keeping employees informed about the latest updates. They are working closely with the Technology department to ensure that staff have access to all physical files remotely. This will allow them to work from home, should that become necessary, by providing them with remote access to their office computers.

Food Services/Culinary Academy is also working on a plan to continue providing meals to students during school closures. They are working on a system that will allow them to continue providing meals in a safe and efficient manner. Parents can expect to receive information on how to pick up meals for their children.

Please continue scrolling for additional resources and frequently asked questions.
COVID-19
EMPLOYMENT/LEAVE/PAY
Frequently Asked Questions

This document is intended to provide general guidance for all employees – probationary, permanent, classified, and certificated. Guidance may change based on unique individual circumstances or other advisement.

UPDATED MARCH 17, 2020, 10:00 A.M.

SITE CLOSURES
What if an employee’s pay status if their worksite is closed in response to COVID-19?
What if an employee needs to stay at home with their own children due to school closures (not illness) and PRJUSD schools are in session?
What if an employee is on FMLA leave during site closures?

EMPLOYEES OVER 65
What if I am an employee who is age 65 years or older?

QUARANTINES
What is an employee’s pay status if they go into a preventive self-quarantine due to being at high risk during the pandemic?
What is an employee’s pay status if they are self-quarantined due to travel outside of San Luis Obispo County to an area identified as having widespread community transmission?
What is an employee’s pay status if they are self-quarantined due to exposure to an individual with coronavirus?
What is an employee’s pay status if they are placed under an official quarantine?

EMPLOYEE ILLNESS (Not during school closures)
What should an employee do if they are experiencing symptoms associated with COVID-19 (fever, cough, and shortness of breath)?
What is the appropriate course of action if an employee at work has visible symptoms of illness?
What is an employee’s pay status after being sent home due to visible signs of illness?

CARE FOR AN ILL FAMILY MEMBER
What if an employee needs to care for an ill or quarantined family member?

REMOTE WORK
Will employees be allowed to engage in remote work from home or another location?

OTHER BENEFITS
Are employees who lose pay as a result of COVID-19 eligible for unemployment benefits?
SITE CLOSURES

Q. What is an employee’s pay status if their worksite is closed in response to COVID-19?

A. During any closure of an PRJUSD Facility and/or curtailment of any PRJUSD operations due to the COVID-19 epidemic, employees will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment.

During a closure, employees must be reachable at all times during their regular work hours, abstain from alcohol and other substances, and report to work within one hour of notification to perform assigned duties as needed. Employees who are no ill will not be required to use paid sick leave or any other form of paid time off in this circumstance. During a closure, preapproved off contract or sick leave shall continue to be used as originally planned an the unit member will not be expected to be available to work. This paragraph will apply for up to one month from the date of any such closure or curtailment.

Q. What if an employee needs to stay at home with their own children due to school closures (not illness) and PRJUSD schools are in session?

A. Employees in this circumstance will be eligible for personal compelling, vacation (classified only), and/or compensatory time as available, consistent with leaves policy.

Q. What if an employee is on FMLA leave during site closures?

A. If you are currently on leave, the conditions of your leave will not change. Should you be able to return to work, an updated doctor’s note is required. If you have any questions about needed accommodations, please contact the Human Resources Department.

EMPLOYEES OVER 65

Q. What if I am an employee who is age 65 year or older?

A. Governor Newsom has advised that all employees in this age group home-isolate. PRJUSD has contacted all employees in this age group directly to ensure they do not come to work starting on March 16, 2020. All PRJUSD employees age 65 and older will be placed on paid administrative leave for the duration of the governor’s advisory.

QUARANTINES

Q. What is an employee’s pay status if they go into a preventive self-quarantine due to being at high risk during the pandemic?

A. Governor Newsom has urged all who have medical circumstances that place them at high risk of COVID-19 to self-quarantine. An employee who goes into a preventive self-quarantine because they belong to a high-risk group will use all available paid leaves including sick leave, vacation (classified only), compensatory time, and/or other entitlement/differential pay, consistent with leaves policy. A note from a medical professional may be required to verify the need for preventative self-quarantine if the employee plans to use leaves other than vacation(classified only) or compensatory time. We encourage employees who have medical conditions that put them at high risk to reach out to their supervisor or Human Resources.
Q. What is an employee’s pay status if they are self-quarantined due to travel outside of San Luis Obispo County to an area identified by the Centers for Disease Control (CDC) or California Department of Public Health (CDPH) as having widespread community transmission?

A. An employee who travels to an area identified by the CDC or CDPH as having widespread community transmission shall inform PRIUSD and upon return, self-quarantine for 14 calendar days to self-monitor for any potential symptoms such as fever, cough, and difficulty breathing. During the post-travel self quarantine period, employees will use all available paid leaves including sick leave, vacation (classified only), compensatory time, and/or other entitlement/differential pay as available, consistent with leaves policy.

Q. What is an employee’s pay status if they are self-quarantined due to exposure to an individual with coronavirus?

A. An employee who, with reasonable evidence, believes they have been exposed to an individual who has tested positive for coronavirus shall self-quarantine for 14 calendar days to self-monitor for any potential symptoms such as fever, cough, and difficulty breathing. During the exposure self-quarantine period, employees will use all available paid leaves including sick leave, vacation (classified only), compensatory time, and/or other entitlement/differential pay as available, consistent with leaves policy.

Q. What is an employee’s pay status if they are placed under an official quarantine?

A. In the event an employee is placed under an official quarantine issued by the San Luis Obispo County Public Health Department, the employee shall be placed on paid administrative leave for the duration of the official quarantine.

EMPLOYEE ILLNESS (Not during School Closures)

Q. What should an employee do if they are experiencing symptoms associated with COVID-19 (fever, cough, and shortness of breath)?

A. Employees should utilize established call-in procedures and stay home if they have any of these symptoms. Public Health advises individuals experiencing symptoms of COVID-19 to contact their health care provider. Employees may use sick leave, vacation (classified only), compensatory time, and/or other entitlement/differential pay as available, consistent with leaves policy.

Q. What is the appropriate course of action if an employee at work has visible symptoms of illness?

A. The employee’s supervisor should ask the ill employee to go home. As a public employer, we are required to maintain safe and healthy working conditions for employees and use reasonable care in order to provide for the safety of other employees and students by furnishing a safe work and learning environment. If a co-worker has concerns about another employee’s symptoms, they should report their concerns to their own supervisor and/or the other employee’s supervisor so the supervisor(s) can take appropriate action. If an employee with visible signs of illness refuses a request to go home, the supervisor should contact Human Resources for further guidance. Employees may return to work when they are asymptomatic and/or if they have provided documentation of medical clearance to return to work.

Q. What is an employee’s pay status after being sent home due to visible signs of illness?

A. A regular employee sent home from work will use their paid sick leave, and upon exhaustion, other entitlement/differential pay leave during the absence. An employee may choose to use paid vacation (classified
only) and/or compensatory time if available, prior to other entitlement/differential pay. After exhaustion of all sick leave benefits, an employee will be required to use vacation (classified only) and/or compensatory time as available, consistent with leaves policy.

CARE FOR AN ILL FAMILY MEMBER

Q. What if an employee needs to care for an ill or quarantined family member?

A. Employees may be entitled to up to 12 workweeks of FMLA/CFRA and will have the ability to use eligible paid leaves such as personal necessity. If the family member for whom the employee is caring is diagnosed with COVID-19, the employee will be required to self-quarantine for 14 days and will therefore be eligible for sick leave and other entitlement/differential pay.

REMOTE WORK

Q. Will employees be allowed to engage in remote work from home or another location?

A. Teaching staff is asked not to give any students assignments at this time but are asked to work from home on things such as catching up on grades, unit planning, etc. In the near future, the district will provide direction regarding distance learning.

**More information and guidance will follow shortly

OTHER BENEFITS

Q. Are employees who lose pay as a result of COVID-19 eligible for unemployment benefits?

A. The California Employment Development Department determines whether workers are eligible for unemployment benefits. Employees who wish to file unemployment claims may do so on the EDD website. Employees who need wage history information to file with their unemployment claim should contact PRJUSD Payroll.

HELPFUL LINKS

EDD
https://www.edd.ca.gov/Unemployment/File_an_Unemployment_Insurance_Claim.htm

MD Live
https://members.mdlive.com/sisc/landing_home

PRJUSD Insurance Information
https://www.pasoschools.org/Page/789

Employees Assistance Program: Enter SISC to log in
https://www.anthem.com/employer/eap/employee/
During emergency closure of PRJUSD Schools all children will be provided a lunch for the day, and a breakfast for the following day.

**MEANINGFUL MEALS**

**FREE MEALS FOR STUDENTS**

**WHO**

CHILDREN under 18 years old
Children must be present in order for meals to be provided.

**WHEN**

March 17 - April 10
Monday - Friday 11am - 1pm

**WHERE**

Georgia Brown Elementary
525 36th Street

Flamson Middle School
2405 Spring Street

Winifred Pifer Elementary
1350 Creston Road

Paso Robles High School
801 Niblick Road

**Drive Thru/Walk-up**

- In an effort to implement social distancing and limit the spread of COVID-19, this program will be solely for the pick-up of meals. **No meals will be consumed on site.**

- We encourage families to continue to be proactive in reducing the risk of COVID-19 by practicing social distancing at the school site once meals have been distributed. We look forward to providing your children a healthy lunch and breakfast at one of our participating locations.

**NO SIGN-UP or APPLICATION NEEDED!**