

Colleagues,

I want to make sure that we are keeping you as up-to-date as possible as the district is receiving guidelines and direction from both state and county government. I expect that this will be the first of many more updates as we move through these uncharted waters.

ALL EMPLOYEES:

- I want to once again assure our employees that each of you will be paid. There is enough going on around us to be concerned with that I do not want you to worry about your paycheck.
- If you are on paid leave, I want to remind you that you are to be available by phone, email and if necessary to be able to come to your worksite during your normal work hours. I strongly encourage you to check your email frequently as the district office or your supervisor/principal may need to communicate with you at any time.
- *“Shelter in Place”* It is expected that at some time in the near future that the City of Tracy and/or San Joaquin County will announce a shelter in place order. This will largely not impact TUSD as schools are considered an “essential service” since the district is feeding students, looking to offer educational services during this period of closure, have to make payroll, maintain facilities, and plan for the remainder of the school year along with planning for the 2020-21 school year.
- Following Governor Newsom’s guidance for self-quarantine, employees age 65 or over are directed not to work. Those who have compromised immune systems are no longer required to report to work and should make arrangements with their supervisors regarding working from home if possible, until further notice. Please enter your absence as “sick leave” and note that it is to self-quarantine. While we suspect that these days will not count off your sick leave, we do not have a final determination yet from Sacramento or our county office on how it needs to be recorded. Noting it in this manner will allow us to easily track absences of this type for when a final decision comes from above on how it is to be coded.
- THE DEADLINE FOR SUBMITTING THIRD QUARTER GRADES HAS BEEN CHANGED FROM 5:00 P.M. THURSDAY, MARCH 19 TO 5:00 P.M. ON TUESDAY, MARCH 24 DUE TO THE EXTENUATING CIRCUMSTANCES THAT WE ARE FACING. Please look for an email from Dr. Harrison with more specifics.

DISTRICT BUSINESS:

- TUSD will be working to minimize staff in our schools and district office as much as possible to follow the recommended social distancing practices. However, as mentioned above there will be tasks that will need to be completed.
- The manner in which school board meetings are conducted will change for the next several months. Our trustees will meet in the board room along with myself and Bobbie Etcheverry. One speaker at a time will be allowed to come into the district board room and address our trustees. This will allow us to not exceed the limit of 10 people for any