Joint Statement
Maintaining Community Safety and Student Learning
during the COVID-19 Outbreak

March 12, 2020

The San Juan Unified School District, San Juan Teachers Association, California School Employees Association and San Juan Professional Educators Coalition want to share with you our joint efforts to respond to the COVID-19 outbreak as it could impact our schools and our communities in the days, weeks and months ahead.

The situation is fluid and continues to evolve rapidly. San Juan Unified School District and your labor groups are using Sacramento County Public Health guidance to help shape our mitigation strategies in reducing the potential spread of the COVID-19 virus in our community. Sacramento County Public Health is following the Center for Disease Control and Prevention’s guidance for the Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission utilizing the Minimal to Moderate recommendations for level of community transmission.

We value you as an employee and an important member of our community. Maintaining wellness during these uncertain times is our top priority. We recognize that you are working on the front line serving our community each and every day. With this in mind, please consider the following self-care recommendations:

- Self-monitor – if you are sick, use your earned sick leave to stay home and don’t return to work until you are symptom free. If you have used all of your sick leave and are feeling sick, please contact your supervisor and we will work with individuals on a case by case basis.
- If you have a pre-existing condition that makes you potentially more vulnerable to this virus, consider talking with your medical provider to discuss the best course of action for your situation. If you are absent from work due to preventative measures, use your earned personal necessity (PN) or sick leave. If you are out of PN or sick leave, please contact your supervisor and we will work with individuals on a case by case basis.
- If the potential spread of the COVID-19 virus has you concerned or worried, there are resources to support you. Please consider talking with your healthcare provider, supervisor, labor association representative, and/or human resources personnel about your concerns. Other resources that are also available to you include the Employee Assistance Program (EAP) and the San Juan Unified’s employee wellness webpage.

In response to the fluidity of the situation, there are some adjustments that will need to be made in order to implement mitigation efforts and help our San Juan community be safe. As a staff please review and discuss these most recent mitigation strategies today, Thursday, March 12, 2020.
While schools remain open, the following guidelines are to be implemented immediately:

- **Hygiene practices**
  - Washing hands is a top priority and although increasing the frequency of handwashing may impact instructional time, safety takes precedence. Students should be given scheduled time throughout the day to wash their hands either through structured classroom time or unstructured time to include student request or recess time. The Maintenance and Operations (M&O) department is ensuring schools are amply stocked with soap and paper towels.
  - Hand sanitizing stations will be deployed by Tuesday, March 17, at each multipurpose room to be used by people entering the cafeteria for lunch. The initial supply of hand sanitizer is expected to last two weeks and the M&O team is working to secure additional refills. It is important that students are able to access and use the station upon entering the cafeteria.
  - Hand sanitizer provided by staff shall be under staff supervision. In the event a student brings hand sanitizer for personal use, the student shall be allowed to use it responsibly for themselves.

- **Social distancing measures**
  - Reduce the frequency of gathering in large groups such as assemblies, community events and performances and school dances and limit the number of attendees to fewer than 250 people per gathering.
  - Adjust lunch-time procedures to help reduce the number of students gathering in the cafeteria.
  - As of March 11, the [California Department of Public Health](https://www.cdph.ca.gov) (CDPH) finds the following:
    - “Large gatherings that include 250 people or more should be postponed or canceled.
      - This includes gatherings such as concerts, conferences, professional development, college, and school sporting events.
    - Smaller gatherings held in venues that do not allow social distancing of six feet per person should be postponed or canceled.
      - This includes gatherings in crowded auditoriums, rooms or other venues.
    - Gatherings of individuals who are at higher risk for severe illness from COVID-19 should be limited to no more than 10 people.
      - This includes gatherings such as those at retirement facilities, assisted living facilities, developmental homes, and support groups for people with health conditions.
    - A “gathering” is any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space.”
  - San Juan Unified will implement CDPH social distancing guidelines (i.e. large gatherings) through spring break and will closely monitor the situation. It is advised that the default is to postpone/reschedule events whenever possible and only cancel events when rescheduling is not a possibility.
• Field trips
  o Monitor the public health advisory for the area for which you are visiting. If there is a public health advisory cautioning travel to that area or if the event exceeds social distancing limitations outlined by the CDPH (venues with 250 people or more), work with your site administrator to discuss cancelling or rescheduling the field trip. If you are unsure, request support from your site administrator to help you make this decision. **Due to the rapidly evolving situation, we are closely monitoring public health guidance and will be making adjustments as necessary.**

• Student absences
  o If a student is absent for fewer than five days, support the student by referring them to [free online resources](#)(either organized by certificated practitioners on site or by the Professional Learning and Innovation department).
  o If a student is absent for five or more days due to containment of the COVID-19 virus and requests an independent study contract, please follow the Short-Term Independent Study (STIS) Guidelines. In the event that the request for STIS is without reasonable notice, please make a reasonable effort to accommodate the request.

• Collaboration and planning
  o Additional time will be needed to discuss and collaborate around school procedures related to COVID-19 mitigation efforts, either use your Thursday collaboration time today or you should anticipate an emergency staffing meeting to be called. It is important for sites to include all staff (certificated and classified) in this meeting and ensure staff who are not in attendance receive the information discussed at the meeting.
  o Consider utilizing future Thursday collaboration time and prep time to prepare Independent Study packets in advance to improve the efficiency of disseminating Independent Study lessons to families in the event that a request is made.

• Preparing for possible school closure
  o We are not currently closing schools, but in the event school closure becomes necessary, it is important students and guardians are equipped with communication strategies. Teachers and other educational professionals should establish a way to communicate with parents/guardians/students. The form of communication is to be decided by the professional, and may include email, Class Dojo, Google Classroom, Remind, etc.
  o Additionally, as we prepare for high school IB/AP testing season, it is recommended that students are advised to take home daily materials that would be needed for review and preparation for upcoming tests should a school be closed.
  o Please be sure that your own contact information and preferences are updated in the district’s notification system by visiting [http://www.sanjuan.edu/mynotifications](http://www.sanjuan.edu/mynotifications)
The safety and wellness of our San Juan community is of the utmost importance. Our district and labor leaders continue to closely monitor the outbreak and are in frequent communication with Sacramento County Public Health. Should the outbreak spread into our San Juan community, we will work together to coordinate additional efforts to support schools which will include increased mitigation efforts and possible school closure. Please know we are thinking through multiple scenarios in our efforts to support schools. Additional communication will be provided in the next 24-48 hours.

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