



### Superintendent

Christopher Downing, Ed.D.

### Board of Education

Dr. J. Paolo Magcalas

Juan Gabriel Álvarez

Jackie Filbeck

Mark A. Lopez

Ryan A. Ruelas

March 16, 2020

Dear AESD Staff,

Thank you for your patience and support during this extraordinary time of uncertainty as we navigate our response to the Coronavirus (COVID-19) situation. Our highest priority is the health and safety of our employees and students, and their families.

It is important for everyone to remember that this temporary transition to distance learning is in response to a public health crisis and is intended to help support efforts to stop the spread of COVID-19. This is not only a fluid, evolving situation, but our ability to transition to distance learning is benefitted by our 1:1 devices and the ongoing professional development in our district.

It is critical that you check your email daily for updates from the District as well as site leadership. Please be reminded that the plans outlined are subject to change based on new guidance from the Governor, Health Agencies, and the Orange County Department of Education.

Following is the update for Monday, March 16, 2020:

#### Reporting to Work:

The only staff reporting to work on Tuesday, March 17, will be Leadership Team, Superintendent's Office, Administrative Services (Fiscal, M & O/Lead Site Custodians, and Facilities); Ed Services (DES, TAs at sites until the end of day Tuesday); and HR. Those employee groups mentioned will receive a district email from their supervisor with specific information about their work assignments. Site administrators and Lead Custodians will be at schools through Wednesday, March 18, 2020.

#### **All other certificated and classified staff are not to report to work until further notice.**

All employees that do report to work are reminded to practice social distancing whenever possible, frequent hand-washing, and monitor their health and hygiene.

Employees that are in high-risk categories should contact their immediate supervisor before reporting to work.

Classified and Certificated Employees will be provided with additional information as we continue to work with the



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Associations to identify the essential functions that must remain in place in order to serve our students, families, and staff during this temporary

transition to distance learning. Further communication will be provided as new information becomes available.

It is important to highlight that the District's on-going investment in technology, infrastructure, curriculum, and staff training greatly contributed to our ability to allow staff to stay home while being able to ensure that students have access to supplemental learning materials on the Student Portal at [aesd.org](http://aesd.org) and quality web-based instructional resources during this unprecedented school closure.

At this time, our students have access to **VOLUNTARY** remote learning opportunities via the District website and student portal. The [Remote Learning plan](#) is available at [aesd.org](http://aesd.org). During the time of School Closure, all student work is optional and shall **NOT** be used to determine/affect grades. Teachers can continue to utilize Google Classroom and See Saw with students.

As we receive additional information from OCDE, this may change and continue to evolve.

Please note that per Government Code 3100, public employees are disaster service workers subject to perform not only their usual jobs but other disaster service activities as assigned to them by their superiors or by the law. Although at this time there are no disaster service activities being asked of most AESD staff, this could change at any time. Should the need arise for you to report to support disaster service activities, you will be notified.

Therefore, please check your work email at least once a day for potential updates. Additionally, we recommend that you add an automated response to your email settings that says, "All Anaheim Elementary School District schools are closed from Monday, March 16, 2020, through Friday, March 27, 2020, or until further notice."

Again, I want to reiterate how much I appreciate each of you and all you do for our students and community. Thank you for your continued partnership as we collectively navigate this situation.

Kind regards,  
Dr. Christopher Downing  
Superintendent