



OFFICE OF THE  
SUPERINTENDENT

March 31, 2020

Dear Pajaro Valley Unified School District Staff,

Due to the rapidly evolving public health crisis related to COVID-19 (coronavirus), the State of California Shelter in Place Order and the initial limited two-week District closure, PVUSD had a very limited number of essential employees reporting to work during time either remotely or on location. Now that school closure has been extended to May 6, 2020, our sites and departments will be professionally disinfected by April 6, 2020 and there has been the activation of the Santa Cruz County Emergency Operations Center, we now must identify another tier of essential PVUSD staff who are needed to maintain distance learning, district operations and community customer service. In addition, we must identify non-essential staff that may be tasked with supporting Santa Cruz County Emergency Operations Center duties.

**Regardless, all paid employees, whether essential or non-essential, will continue to receive their regular pay.**

**Dr. Michelle Rodriguez**  
Superintendent

As detailed in the Order to Shelter in Place under definitions and exemptions, K-12 schools are exempted from the shelter in place to perform essential activities "for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible." Most essential employees will continue to work remotely, and only be physically present at schools or district offices under the supervision of a principal or district official, as mandated by local, state and/or federal orders to ensure continuous operations. If you are an essential worker, you will receive a Letter of Authorization from Human Resources that you should keep with you while you are traveling to and from work and conducting work outside of your home. If you are not already currently performing the established essential duties, such as those outlined in the chart below, you are expected to begin on Monday, April 6, 2020. The sites were disinfected with Peroxide Multi Surface Cleaner EPA #1677-238. There is no residual odor or residue from the cleaning of the sites or departments. The Safety Data Sheet for this product shows that the treated surfaces are safe and does not require the use of facemasks or respiratory protection.

Non-essential employees will be asked to work from home or report to a location if needed to complete their duties. Non-essential employees may also be called to serve as Disaster Service Workers. We have been asked to complete a listing of non-essential employees that may be called in the next few weeks to work for the Santa Cruz County Emergency Operations Center. Following California law, all public school district and charter school employees are considered disaster service workers to be called on to protect residents and property during emergencies:

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**California Government Code Section 3100-3109 states in part:**

"It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers..."

As public employees, all District employees are disaster service workers. All charter school employees (independent and affiliated) are also disaster service workers. Because we serve a population which is dependent on our services, we cannot abandon this critical responsibility. We need to be prepared to protect all of our students during an emergency. A listing of frequently asked questions and responses can be found at the end of this letter.

At PVUSD the essential employees list now includes the Superintendent, Cabinet, Expanded Cabinet and all employees listed below. Staff will work remotely as much as possible. Many employees working on site will continue to rotate to adhere to social distancing guidelines from remote work to on site work according to their duties. Supervisors will be coordinating these efforts and schedules and further defining the scope of essential work.

<b>Essential Focus</b>	<b>Job Family/ Department</b>	<b>Examples Include</b>	<b>Work Remotely, Varies or Onsite</b>	<b>Primary Duties</b>
Distance Learning	Classroom Teachers	K-12 Grade Teacher including Special Education and Adult Education	Remotely	Provide high quality educational experiences through Distance Learning
Distance Learning	Classroom Teachers Early Childhood Education	Associate Teacher, Teacher	Remotely	Provide high quality educational experiences through Distance Learning
Distance Learning	Classroom Instruction Support	Teachers on Special Assignment, English Learner Specialist, Migrant Education Supplemental Teacher, Migrant Instructional Supplemental Teacher, Family Childcare Home Specialists	Varies	Support the planning of high-quality educational experiences for students through Distance Learning
Distance Learning	Special Education DIS Services	Occupational Therapist, Physical Therapist, Speech and Language Specialist, Program Specialists, Psychologist	Remotely	Work directly with the case managers, add onto goal matrix for each student, phone and zoom contact/services for students, follow up with parents, set up google classrooms, provide training.
Distance Learning	Counselors	Academic Counselors, Coordinator of Scholarship/College. Social Emotional Counselors, CTE Counselor, Mental Health Clinician	Remotely	Provide student outreach regarding credit recovery, scheduling, college admissions, social emotional need, phone and zoom contact/services for students
Distance Learning	Technology Department	Communications Technician, District Support Technician, Database System Analyst, Application Analyst SIS, Site Technicians and I.T. Office Support Staff	Varies	Support online learning for students, configuration/ distribution of Chromebooks and hot spots, technology support for teachers and community, student information processes and overall business services technology support
Distance Learning	Instructional Site Support	Alternative Media Specialists, Behaviors Technicians, Instructional Assistant, Program Support Technician, Interpreter/ Tutor Sign Language	Remotely	Provide instructional and/or behavioral support and to assist in general communication. Collaborate with Case Manager/Service Providers to discuss supports with students and families. Attend virtual trainings for Google Classroom and other instructional programs.
District Operations	Leadership	Superintendent, Assistant Superintendent, Chief Business Officer, Director, Coordinator, Principal, Assistant Principal, Academic Coordinator, Supervisor, Program Director, Controller, Manager, Public Information Officer, Lead Behaviorist, Behaviorist, Senior Project Manager, Network Engineer, Systems Engineer	On Site	Oversee, coordinate and implement District Operations, Community Connection and Distance Learning
District	Food Services	Food Nutrition Assistants, Cook/Baker,	On-Site	Provide mandatory federal nutrition

Operations		Food and Nutrition Leads, Office Staff, Warehouse Driver		program with the distribution of breakfast and lunch for students
District Operations	Payroll	Payroll Analyst, Payroll Technician, Benefit Specialist, Benefits Analyst	On-Site	Meet internal and county deadlines for monthly payroll for district employees and vendors
District Operations	Finance	Senior Accountant, Staff Accountant, Budget Analyst	On-Site	Support/review budget allocations, ongoing budget monitoring and preparing for budget development process. Making sure we meet all state, federal and local deadline
District Operations	Accounting	Accounting Technicians, Department Staff Accountant, District Attendance Specialist, MAA/LEA Special Project Accountant	On-Site	Continue the payment of invoices, contracts, vendors etc. Continue Accounts Receivable in making sure we receive revenue and deposits are made in district accounts
District Operations	Purchasing & Procurement/ Warehouse	Buyer, Purchasing Specialist, Senior Buyer, Warehouse Delivery Worker/Delivery Driver	On-Site	Support requisitions, PO's and delivery/receipt of goods and materials
District Operations	Transportation & Maintenance	Lead Heavy Equipment Mechanic, Heavy Equipment Mechanic, Service Mechanic, Bus Driver Specialized (Fueler)	On-Site	Repair all buses and white fleet vehicles to meet CHP state audit and meet internal routine maintenance schedule. Ensure vehicles in proper safe working condition in case of emergency transportation services are needed.
District Operations	Transportation & Maintenance	Dispatcher	On-Site	Complete implementation of Transfinder transportation software for upcoming bus bid and complete professional development training for software
District Operations	Maintenance and Operations	Lead Custodian, Plant Operations Leader, Utility Worker	On-Site	Maintain all school sites for cleanliness, safety and security. This includes securing doors, arming site alarms and turning all lights off. Also assist with receiving school site materials from the warehouse.
District Operations	Maintenance and Operations	Energy Management Technician, Lead Maintenance Specialists, Maintenance Specialists	On-Site	Complete the following high priority items including but not limited to, work orders, changing HVAC filters, welding classroom ramps, repair dry rot, painting and repair playgrounds.
District Operations	Maintenance and Operations	Groundskeeper, Lead Groundskeeper	On-Site	Maintain clean and safe green space. This includes the removal of fire hazards such as weeds. Maintain athletic fields including fertilizing, filling holes and continue gopher abatement. Preventative maintenance of all sprinkler systems to maintain efficiency
District Operations	Facilities & Construction	Planning Specialist	On-Site	Coordinate on-going construction projects throughout the district
District Operations	Human Resources	Senior Analyst, Analyst, Specialists, Technician, Business Information Systems Analyst	On-Site	Maintain and process employee records related to employment. Maintain and input necessary data in ESCAPE. Continue recruitment

				efforts for identified positions. Adhere to timelines for evaluations, notices and other time sensitive employee notices.
District Operations	Risk Management	Worker's Compensation Analyst	On-Site	Maintain and process employee claims. Coordinate employee training for compliance.
Community Connections	Health Services	Nurse, Licensed Vocational Nurse, Health Care Assistants	Varies	Develop or rewrite existing protocols and procedures, check IZ compliance for current and incoming students, check health alerts, assist with phone calls to families, follow up on vision and hearing referrals, check care plans and 504s, complete Keenan Safe Schools health learning
Community Connection	Site and Department Customer Service Support	Administrative Assistant, Administrative Secretary, District Receptionist, Executive Assistant, District Grant Writer, Department Office Assistant, School Office Assistants, Family Advocate Seasonal, Community Services Liaison, Migrant Outreach Specialist, Parent Education Specialist, Project Specialist, Information System Specialist, Career Development Specialist, Student Data Technician, Registration Specialist, Attendance Specialist, Registrar, Student Information Specialist	Varies	Communicate with Administration, students and families. Continue to answer phone calls/emails. Support site Distance Learning and contact students that are not participating. Continue to update student information and any related data. Prepare for registration, intra/inter list and enrolling/disenrolling students.
Community Connection	Translation	Translator/Interpreter	Varies	Update necessary documents needing translation. Provide translator/Interpreter support as necessary.

I am extremely proud of the way our staff has come together to rapidly transition our systems to ensure our students continue to receive the services they deserve, including meals and access to distance learning. Our collective spirit of collaboration has allowed us to work in these uncharted waters and implement strong support systems for our students, families, staff and community.

Thank you,



Dr. Michelle Rodriguez  
Superintendent of Schools

## **Disaster Service Worker FAQ**

### **What does disaster service mean?**

Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act\*.

### **Who is included in the disaster service worker status?**

All public employees are included in the disaster service worker status which are all persons employed by any county, city, state agency or public district.

All school district employees in Santa Cruz County are disaster service workers, as are all charter school employees.

### **What are the scope of duties of employee disaster service workers?**

Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency.

### **Do public employees acting as disaster service workers get paid?**

Public employees acting as disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.

### **How are public employees assigned disaster service activities?**

Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

### **What is the oath or affirmation referred to in the government code?**

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need.

### **When does disaster service worker status apply?**

Employees may be activated as disaster service workers any time of day or night if there has been a declared disaster, and may be recalled during a work stoppage.

### **When do public employees take the oath or affirmation?**

Most public employees sign the oath or affirmation during the hiring process and it is kept with the employer.

### **Can disaster service workers be sued for actions taken while performing duties?**

Public employee disaster service workers for nonprofit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.

### **What if public employees are injured while acting as disaster service workers?**

Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as with all employees within their agency.