



2019-2020

Moreno Valley USD COVID-19 Guidance

The following handbook is the official communication and guidance program to achieve the goals set forth by the MVUSD Leadership Team regarding the current public health crisis. The plan will assist with deploying District news, updates and information with administration, staff, parents, families, and other members of the community.

Revised: March 19, 2020, 5:00 P.M.

Table of Contents

Click on any part of the table of contents below and you will be redirected to that section.

Table of Contents	2
Calendar and Timeline of Events	3
March	3
April	3
May	3
Staff Assignments and Clarification	4
Meal Program	6
How can you help?	6
Practice	6
Child Care Resources	7
Independent Learning and Enrichment Opportunities	8
FAQ (Employees)	9
Preventative Measures	11
Take steps to protect yourself	11
Clean your hands often	11
Avoid close contact	11
Cover coughs and sneezes	11
Managing Stress and Anxiety	11
Crisis Communication Plan	12
Purpose	12
Communication Goals	12
Audiences	12
Key Messages	12
Tools	12
Chain of Command	13
Crisis Communications Team	13
Media Protocol	14

Calendar and Timeline of Events

As of March 17, 2020, Riverside County Public Health Officer Dr. Cameron Kaiser has ordered for schools to remain closed to April 30, 2020. Please continue to check emails, texts, robocalls and the district website for more information.

March 16 - April 30: All Schools Closed

- All MVUSD Professional Development & Digital Learning PD is cancelled through April 30
- All Parent Engagement events are cancelled through April 30
- WASC: All accreditation visits for the remainder of the 2019-2020 academic school year have been canceled

March

- Community Wellness Center's food pantry and clothes closet is closed until further notice
- Think Together is closed until further notice (please check with the City of Moreno Valley)
- March 19: Kindergarten Registration Fair is cancelled
- March 19: CalPERS Workshop is cancelled
- Grand Canyon University's College of Education
- March 20: Assistant Principal and AAllAC Meeting is cancelled
- March 23 - April 3: Spring Break
- March 24: Riverside County Office of Education's Spelling Bee is postponed
- March 28: MVUSD Job Fair is postponed

April

- April 4: ACT tests postponed to June 13
- April 9: Moreno Valley Education Foundation's A Night of Opportunity is postponed
- April 9: MVUSD Elementary Math Field Day is cancelled
- April 15: Literacy Club Celebration is cancelled
- April 17: Moreno Valley Historical Society's 10th Annual Dinner will be rescheduled
- April 22: DLAC meeting is cancelled
- April 23: Saluting Educators is postponed
- April 21: Battle of the Books is cancelled
- April 22: ACSA Region XIX Celebration is postponed
- April 27: Riverside County Office of Education's Academic Awards is cancelled
- April 30: Reclassification Ceremonies is postponed

May

- May 2: Jazz Festival is cancelled
- May 2: SAT exams are cancelled
- May 9: Honor Band Concert is cancelled

Staff Assignments and Clarification

In emergency situations which require the closure of one or more schools, school and school district personnel may be exempt from duty for the day(s) that the schools are closed, while others—defined as “essential”—may be required to report for regular duty. Per Riverside County Public Health Official Dr. Cameron Kaiser’s order, schools and school districts have the discretion to determine the minimum essential personnel required to support critical functions during a crisis such as food programs, security and necessary maintenance. Essential employees will report to work in order to ensure MVUSD is fulfilling the Governor’s and Riverside County Public Health Official’s orders.

If you have been identified as an "essential employee," [you will be contacted by your supervisor](#) and asked to report to work per your supervisor's direction.

Please keep in mind that the plan below is subject to change as this is a very fluid situation.

Monday, March 16, 2020

In order to take care of district needs, we have identified the following departments and personnel as essential staff:

- All Certificated Management and Classified Management with the exception of confidential management
- Administrative Assistants
- All Nutrition Services Staff at all schools
- All Central Kitchen Nutrition Staff
- Payroll and Accounts Payable Staff
- Facilities Staff
- Purchasing Staff
- District Patrol Officers

Tuesday, March 17, 2020

In order to take care of district needs, we have identified the following departments and personnel as essential staff:

- Certificated Management and Classified Management with the exception of confidential management
- Administrative Assistants
- Nutrition Services Staff at all schools
- Central Kitchen Nutrition Staff
- Payroll and Accounts Payable Staff
- Facilities Staff
- Purchasing Staff
- District Patrol Officers
- Maintenance and Operations

Wednesday, March 18, 2020

In order to take care of district needs, we have identified the following departments and personnel as essential staff:

- Certificated Management and Classified Management with the exception of confidential management
- Administrative Assistants
- Nutrition Services Staff at all schools
- Central Kitchen Nutrition Staff
- Payroll and Accounts Payable Staff
- Facilities Staff
- Purchasing Staff
- District Patrol Officers
- Maintenance and Operations
- School Secretaries and Directors’ Secretaries

Thursday, March 19, 2020

In order to take care of district needs, we have identified the following departments and personnel as essential staff:

- Certificated Management and Classified Management with the exception of confidential management
- Administrative Assistants
- Nutrition Services Staff at all schools
- Central Kitchen Nutrition Staff
- Payroll and Accounts Payable Staff
- Facilities Staff
- Purchasing Staff
- District Patrol Officers
- Maintenance and Operations

Friday, March 20, 2020 (No Change)

In order to take care of district needs, we have identified the following departments and personnel as essential staff:

- Certificated Management and Classified Management with the exception of confidential management
- Administrative Assistants
- Nutrition Services Staff at all schools
- Central Kitchen Nutrition Staff
- Payroll and Accounts Payable Staff
- Facilities Staff
- Purchasing Staff
- District Patrol Officers
- Maintenance and Operations

****Time cards should be submitted at the end of the day.****

Meal Program

The Moreno Valley Unified School District is providing all children and teens with a “Grab and Go” meal, which contains breakfast and lunch at all of our K-12 MVUSD schools (meals will not be distributed at Rainbow Springs). Meals will be provided Monday through Friday from 11 a.m. to 1 p.m. through April 30, 2020. This means children and teens will continue to receive food during Spring Break!

Under current state requirements, students must be present to receive a “Grab and Go” meal, which includes lunch and breakfast items for the following morning.

Communication efforts:

- Emails, Texts, and Phone Calls
- Social Media
- Website Announcements
- Marquees
- Business Cards
- Posters (In Progress)
- Word-of-Mouth

Distribution methods:

- Walk-in, drive through, deliveries

How can you help?

1. 200 Business Cards will be provided to principals tomorrow. Invite parents to share them with families who may need assistance and let them know the timeframe (Monday-Friday, 11 AM - 1PM, March 23-April 30)
2. Please share the latest graphics on your social media:
 - Retweet: <https://twitter.com/MorenoValleyUSD/status/1240685692260253696>
 - Share event on Facebook: <https://www.facebook.com/events/212440899963960/>

Practice

Social distancing is a practice recommended by public health officials to stop or slow down the spread of contagious diseases. It requires the creation of physical space between individuals who may spread certain infectious diseases. The key is to minimize the number of gatherings as much as possible and to achieve space between individuals when events or activities cannot be modified, postponed, or canceled.

As you serve meals, please remember to:


- Ensure everyone is 6 feet apart from each other
- No more than 10 people in one room
- Avoid physical contact (handshakes, hugs, etc.)
- Avoid touching eyes, nose and mouth
- Wash hands regularly throughout the day. If soap and water are not available, use an alcohol-based hand sanitizer.
- Stay home if you are sick


Child Care Resources

The Moreno Valley Unified School District is sharing resources for local child care and student supervision services during our school closures. The flyer with more information is located on the district website: mvusd.net.

Please have this flyer available at your school sites. If you have any recommendations of child care facilities that remain open at this time, please notify so we can update the list. Let families know that it will be continuously updated.

Revised 03/19/2019





**MORENO VALLEY
UNIFIED SCHOOL DISTRICT**
EXCELLENCE ON PURPOSE

CHILD CARE RESOURCES

COVID-19 UPDATES:

In an effort to support our students and community, Moreno Valley Unified School District would like to provide its parents with resources for local child care and student supervision services during our school closures.

Please visit www.mvusd.net for the latest COVID 19 updates and family resources.

LOCAL AREA CHILD CARE PROVIDERS

CHILDTIME CHILDCARE INC.
(951) 242-0707
14700 Perris Blvd.
Moreno Valley, CA

EMAGINE U AT PLAY
(951) 656-3490
14420 Elsworth St. #106
Moreno Valley, CA

**IT'S A SMALL WORLD
DEVELOPMENT CENTER**
(951) 943-9068
242 E. 5th St.
Perris, CA

**JAN PETERSON CHILD
DEVELOPMENT CENTER**
(951) 601-9200
26895 Brodiaea Ave.
Moreno Valley, CA

**KINDERCARE LEARNING
CENTER/MORENO VALLEY**
(951) 924-1956
23301 Olivewood Plaza
Moreno Valley, CA

**KINDERCARE LEARNING
CENTER/PERRIS**
(951) 943-6476
610 E. Nuevo Rd.
Perris, CA

**RAWLINS CHILD
DEVELOPMENT CENTER**
(951) 283-4069
18215 Clark St.
Perris, CA

**RIGHT AT SCHOOL, LLC/
RIDGEMOOR**
(951) 219-4390
25455 Ridgemoor Rd.
Sun City, CA


**SHEPHERD OF THE VALLEY
PRESCHOOL**
(951) 924-3422
11650 Perris Blvd.
Moreno Valley, CA

**SUNNYMEAD MONTESSORI
SCHOOL**
(951) 924-1425
24851 Bay Ave.
Moreno Valley, CA

COUNTY CHILD CARE RESOURCE & REFERRAL

The Riverside County Office of Education is assisting its parents with finding licensed child care near their home, work, or child's school. The computerized, geographically based program lists over 2,800 licensed centers and family child care homes.

Access the Online Referral System:



SCAN ME




visit secureweb.rcoe.us/ONLINEREF/
or call (800) 442-4927

FOR MORE INFORMATION:
(951) 571-7500
www.mvusd.net
publicinformation@mvusd.net

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SUPERINTENDENT
Dr. Martinex Kadziora

**STAY UPDATED AND FOLLOW
US ON SOCIAL MEDIA**
[@morenovalleysd](https://www.facebook.com/morenovalleysd)

Independent Learning and Enrichment Opportunities

The Moreno Valley Unified School District has created learning enrichment opportunities for all MVUSD students. These resources can be used while students are out due to the COVID-19 Crisis as well as during their previously scheduled Spring Break. The California Department of Education has shared a guidance for school districts and schools to use during school closures. The CDE has indicated that they will update them every Friday.

Please continue to share the current resources with families. Have extra copies available for families who may not have access to internet or printing at home. The resources are continuously updated as we move forward.

- Family Digital Resources: bit.ly/MVUSD-Learning
- Link to access the flyer:
https://drive.google.com/a/g.mvUSD.net/file/d/18J479KP_uPeUvp75-WlUrWxe8LI4YW4S/view?usp=sharing



- Link that was posted on Facebook (please share on your Facebook page):
<https://www.facebook.com/MorenoValleyUSD/photos/a.432615060179289/2760031564104282/?type=3&av=411756438931818&eav=AfYItPQH78TBFC3t3CQC4yAwhTlgQhJlvPI1HyXJ1eLv3hG4HAZsXONIhf3tqpi1nPk&theater>



FAQ (Employees)

This list of questions and answers will be updated daily as information changes.

Do I still have to report to work?

- In emergency situations which require the closure of one or more schools, school and school district personnel may be exempt from duty for the day(s) that the schools are closed, while others—defined as “essential”—may be required to report for regular duty.
- Riverside County Public Health Official Dr. Cameron Kaiser has ordered an extension of school closures until April 30.
- Per Dr. Kaiser’s order, schools and school districts have the discretion to determine the minimum essential personnel required to support critical functions during a crisis such as food programs, security and necessary maintenance.
- We are receiving new information daily. You may be asked to come in to work to help support critical functions during school closures. **Your supervisors will contact you to let you know.**
- Please continue to check your email and text messages for updates.

Can I come to my school/worksite during the closure even if I’m not directed to do so?

- Employees are not authorized to be at their worksite unless directed otherwise.
- Employees who are assigned to a work site may not bring children to work during the school closure.

Am I still going to get paid while the schools are closed?

- Every regular/permanent employee will maintain their regular compensation during this time of closure. Substitute teachers and substitute classified staff will not be paid. For specifics, please view below:
 - Permanent Classified Staff: Yes.
 - Probationary Classified Staff: Yes.
 - Permanent Certificated Staff: Yes.
 - Probationary Certificated Staff: Yes.
 - Substitute Certificated Staff/Substitute Teachers: No.
 - Substitute Classified Staff: No.
 - AVID Tutors: No.

Can I pick up my personal belongings?

- Please contact your principal or supervisor to arrange a date and time to pick up pertinent personal belongings.

What about learning opportunities for our students?

- To continue supporting our MVUSD students' educational needs during this break, we have compiled a list of various online educational resources in preparation for the possibility of school closures. Students and parents may access the website by visiting bit.ly/MVUSD-Learning (case-sensitive).
- While the Moreno Valley Unified School District encourages all students and families to work together on independent learning and enrichment opportunities, these are optional and you should not ask students to submit any work at this time.

Can I assign work to my students to continue supporting them?

- At this time, we are not requiring any teachers to create or assign homework, assignments or projects.

What about Special Education Services?

- IEP meetings will not be held during school closure. If anything changes, we will let you know.

Will the District Office be open during the school closure?

- Yes, the District Office will remain open Monday through Friday from 7:30 a.m. to 4:30 p.m.

Will you be open to turn in my time card?

- Yes, the District Office will be open for substitutes to submit time cards for hours worked during the month of March prior to the school closure.

I am a probationary employee, does that mean I am a permanent employee? Will I get paid during the school closure?

- If you are a probationary employee (classified or certificated), you will be paid during the school closure.

When are time cards due? When do I get paid?

- [View this link to view the payroll distribution schedule.](#)

What if I receive a paper check?

- Paper checks will be available for pick up at the District Office on the dates and times indicated on the [payroll distribution schedule](#).

Preventative Measures

Take steps to protect yourself



Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid close contact

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).



Cover coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Managing Stress and Anxiety

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body. Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

Source: Centers for Disease Control and Prevention

Crisis Communication Plan

Purpose

If and when a crisis situation occurs (natural disasters, active shooters, threats of terrorism, public health crisis, or environmental hazards), the District must be able to respond clearly and concisely to the public it serves. This will ensure clear communication of threats and resolutions, a reduction of anxiety and confusion, and will increase the safety of the District's students and staff.

Communication Goals

1. Maintain consistent messaging across all MVUSD communications.
2. Be responsive to the concerns and interests expressed by members of the community.

Audiences

The District's target audiences include: Board members, Parents and families, Staff and administration, Government and stakeholders, and the Media.

Key Messages

The following key messages for the District will be threaded throughout all current communication strategies regarding the Novel Coronavirus (COVID-19):

- Health, well-being and safety is our top priority.
- Help support efforts to stop the spread of COVID-19.
- MVUSD cares about all employees and staff and will do everything in its power to follow public health officials' guidance during this time of uncertainty.
- MVUSD staff should be flexible and supportive during this time.
- There are various changes happening constantly.

Tools

Q Communications

Q Communications is the district and school's messaging system for mass and emergency communications. The system is used for dissemination of text, email, and telephone messages. Q Communications is constantly being used for the delivery of important messages regarding the school closure and Novel Coronavirus (COVID-19).

Social Media

MVUSD generally uses social media to promote events, activities, and accomplishments district-wide. The Public Information Office manages Facebook, Twitter, Instagram and YouTube for the District. At this time, the PIO Office will use social media as an additional communication tool during this critical time.

Website

The district website contains information regarding updates on MVUSD's response to COVID-19. The District has been utilizing the "news" item, which is also set up as a "pop-up" alert across all school sites to ensure everyone sees the information regarding school closures and the COVID-19.

Questions

Principals, teachers, secretaries and all staff members are encouraged to contact the Public Information Office (PIO) or Superintendent's Office directly with any questions or concerns regarding the Coronavirus (COVID-19) situation. Please let them know they can send any questions to "publicinformation@mvusd.net" to ensure there is a clearinghouse and all questions are being answered directly by the District.

Chain of Command

- Superintendent
- PIO Office/Safety and Security Department
- School Administration
- Staff

Note: The District staff is always on standby in crisis control.

Crisis Communications Team

To respond quickly and effectively during a crisis, it is vital to allow the communicator to inform the District's stakeholders, while management and/or authorities resolve the crisis. If you receive questions, please direct them to the Public Information Office via email "publicinformation@mvusd.net" or the Superintendent's Office.

Role	Responsibilities	Contact Information
Media spokesperson	Publicly announces all new developments, explains District positions, and handles all media interviews	Anahi Velasco Public Information Officer 909-586-0203 Steven Baratte Interim Public Information Officer 619-987-0010
Media facilitator	Assists reporters in getting to/from crisis site, arranging interviews, provides background material	Anahi Velasco Public Information Officer 909-586-0203 Steven Baratte Interim Public Information Officer 619-987-0010
Staff communicator	Provide frequent and accurate updates to all faculty/staff	Dr. Martinrex Kedziora Superintendent 951-768-8686 Or designee
Government/civic leaders liaison	Ensure that community leaders are kept abreast of the crisis and the resolution	Dr. Martinrex Kedziora Superintendent 951-768-8686 Or designee
Social media and website manager	Monitor conversations and posts on social media and inform the PIO. Disseminate frequent updates on social media channels that reach key audiences and the website (alerts)	Denise Figueroa Digital Media Specialist Or designee
Call center/email response manager	On-site resource for incoming information, concerns, and questions	Public Information Office Superintendent's Office
Documentation	Records press conferences or interviews, sets up audio/visual technology for news stations	Christian Rivera Digital Video Specialist

Media Protocol

In the event a reporter calls or visits the District Office/School site(s) please follow the protocols below:

1. Be polite and simply ask the report(s) name, phone number and station he/she works for.
2. Inform the reporter that you will refer the call to the Public Information Officer for follow- up. You may also provide the reporter the Public Information Officer's email and contact number.
3. Immediately notify your supervisor (principal) regarding the media call so they can call the Public Information Office.
4. The Public Information Officer will respond to the call and/or work with individuals to coordinate a response.

Note: Employees may not represent the Moreno Valley Unified School District with the media without prior authorization from the Superintendent's Office. Immediately notify the Public Information Officer of ANY media inquiry to ensure the media request to be handled accordingly.