



- RESPECT
- RELATIONSHIPS
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MEMORANDUM

To: All Employees
From: Darren Knowles, Deputy Superintendent, Human Resources
Re: Employee Update
Date: March 18, 2020

The purpose of this memorandum is to provide guidance around access to Pomona Unified School District school sites. **Staff may access their school sites to retrieve any personal items/materials on Thursday, March 19th and Friday, March 20th during the hours of 10:00 a.m. to 2:00 p.m.** The intent of this guidance is not to encourage full-scale packing of other materials in the classroom that can be safely stored during the closure. We are proactively gearing-up for our teachers to be able to provide distance-learning services to facilitate continuity of learning. Please only come in to retrieve items if you have personal valuables or portable instructional materials that you absolutely deem necessary to remove from the class and/or secure in the classroom. While on your work sites, please practice safe social-distancing, 20-second hand washing procedures, and other precautions to avoid exposure to the novel coronavirus (COVID-19). Please retrieve your items and immediately exit the site. **After 2:00 p.m. on Friday, March 20th, all staff will not have access to any and all sites for any reason, without the approval or direction from Human Resources.** Unfortunately, boxes nor personnel will be provided to transport personal materials.

The following schedule is recommended:

School	Grade-Level(s)	Time
Elementary/K-8	TK -3	10:00 a.m. - 11:50 a.m.
	4-8	12:00 p.m. - 2:00 p.m.
Middle	6/PE	10:00 a.m. - 11:00 a.m.
	7/Electives	11:10 a.m. - 12:10 p.m.
	8	12:20 p.m. - 1:20 p.m.
High School	9	10:00 a.m. - 11:00 a.m.
	10	11:00 a.m. - 12:00 p.m.
	11	12:00 p.m. - 1:00 p.m.
	12/Elective/PE	1:00 p.m. - 2:00 p.m.
Adult and Child Development	All Programs	10:00 a.m. - 2:00 p.m.