



Torrance Unified School District

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GEORGE W. MANNON, Ed. D.

March 14, 2020

To Certificated Employees:

As we respond to the continually unfolding global health crisis, I understand the tremendous unease being felt by all individuals within the Torrance Unified School District. I want to offer you a heartfelt thank you during this challenging and uncertain time.

I know you have been working on instructional plans and support for our students. Now that we know the currently directed closure dates, on Monday you will do the following:

- **Finalize your lesson plans for the nine days of school closure**
- **Collaborate, help, and plan with colleagues**
- **Collect critical resources**
- **Practice with remote learning tools**
- **Discuss students who may need additional supports during this time**
- **Resolve any logistical issues (i.e. Chromebooks, textbooks, packets, etc.)**
- **Discuss contingency plans for new and evolving scenarios**
- **Establish communication protocols (between home and school)**

While there are currently no confirmed COVID-19 cases in TUSD, principals have been instructed to practice social distancing for any gatherings that may occur on Monday. **It is our intention that after Monday, you will not be required to report to work until school reopens.**

I thank you for remaining committed to our collective mission to educate the thousands of students who come to our schools each day. While conducting instruction remotely during this disruptive period is new for all of us. I am confident you will make necessary adjustments to keep the learning moving forward. While we cannot predict what the future will hold, we want everyone to be part of this process as we support student learning.

Thank you again,

George Mannon, Ed.D.
Superintendent of Schools