

*OFFICE OF THE ASSOCIATE DIRECTOR
Ed Walsh*

*Chair: Goronwy Price
C.E.O./Director of Education: Anthony Stack*

MEMO

To: Administrators and Staff
From: Ed Walsh, Associate Director of Education-Programs and Human Resources
Subject: Retrieval of Student Items - Change of Plans
Date: March 17, 2020

Based on the most recent update and recommendations from the province's Chief Medical Officer of Health, the Newfoundland and Labrador English School District is changing its plan for students and parents to retrieve personal and instructional materials from schools on Wednesday and Thursday of this week. Please disregard the memo sent to you Monday evening.

Teachers are encouraged to take their own personal items, and any resources they may need to assist in delivering educational services to students, with them today and to be prepared to work from home effective tomorrow, March 18, 2020. Some teachers may wish to continue to work from school and this will be permitted contingent on their ability to practice "social distancing". Teachers will be expected to have materials available for dissemination to students and families when available but at least by Friday, March 27, 2020.

To be clear, no student or parent will be provided access to the school, effective immediately. The only exceptions will be for the retrieval of essential items, such as medical equipment or prescriptions currently housed at the school. Parents will be advised to contact their school administration to arrange for the transfer of such items.

We will communicate a plan for retrieval of all non-essential items at some point in the future.

Please stay tuned for further information related to program delivery in the days ahead.