

OFFICE OF THE ASSOCIATE DIRECTOR
Ed Walsh

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

Memo

To: All District Employees
From: Ed Walsh, Associate Director of Education (Programs and Human Resources)
Date: Monday, March 16, 2020

At 7:00 p.m. on Saturday March 14, 2020, the Chief Medical Officer of Health of Newfoundland and Labrador announced further guidelines to slow the spread of COVID-19 (Coronavirus). As such, the following protocols are in place in all District schools, offices and work sites.

Anyone returning after travelling outside the country is required to self-isolate for a period of 14 days upon their return to Canada. This means that:

- District employees, volunteers and contractors who have travelled internationally are not to report to work or visit a school, office or District work site when they return to the Province. Employees in this situation must self-isolate for 14 days.
- Employees who departed Newfoundland and Labrador prior to the announcement are eligible to access paid leave upon their return and while in self-isolation.
- Where possible, certain employees may be able to work from home during the period of self-isolation.

If a school principal or supervisor is aware that an employee has travelled internationally in accordance with the above stated parameters and subsequently arrives at their work site, they are to contact the Regional Director of Human Resources immediately. The employee will be advised that they are to leave the work site immediately and follow the Chief Medical Officer of Health's recommendations.

All employees are reminded to be vigilant with hand hygiene and respiratory etiquette. Employees and/or school volunteers exhibiting flu-like symptoms are required to stay home.

As with other measures recently announced by the District to slow the spread of the virus, these decisions are taken in consultation with the appropriate authorities. The District thanks you in advance for your continued cooperation.