

OFFICE OF THE CHIEF FINANCIAL OFFICER/ASSISTANT DIRECTOR
(Corporate Services): Terry Hall

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

MEMO

To: All Principals
From: Terry Hall - CFO/Assistant Director of Education - Corporate Services
Subject: Collection of Student Belongings
Date: March 18, 2020

Dear Principals,

There are two issues which require your immediate attention. In each of these cases we recognize a provincial 'one size fits all' solution is not the best approach, so we defer to your judgement with regards to how these goals can be achieved with the assistance of teachers and/or support staff.

Food:

Food service providers, breakfast programs coordinators, and similar groups should be contacted to remove any food from the fridges, freezers, cupboards, etc. Their access to the building can be coordinated through the administration or custodial staff, who are onsite daily. If food is not removed by Friday, March 27, it will be discarded. Our preference would be to see the food donated to local shelters or food banks.

Student Lockers:

For the purposes of hygiene (e.g., food in lockers) and for returning personal items to their owners, schools will need to empty lockers. At present, all school custodial staff have been given specific direction around their cleaning duties, but we will put that on hold to enable them to focus on emptying lockers. For the purpose of this directive, "locker" encompasses primary cubbies, shelves, and any other area where students store personal belongings.

For very small schools, this may be accomplished by simply contacting parents and arranging for pickup.

For larger schools a proposed strategy is:

- Have staff empty lockers into a recycling bag and label the bag with locker number in preparation for distribution to parents/students.
- At this juncture do not include textbooks in the bags - just personal articles.
- Arrange for parents/students to collect the bag while maintaining social distancing as best as possible.
- This would likely entail a scheduled pickup time with distribution from the largest room(s) in the building. Alternately, schools could maintain segregation by having pickup from homerooms.
- Please note NLESD will not provide bus runs or any other transportation for this purpose. Parents need to arrange transportation for pickup.

- Operation managers remain available to provide direction to custodial staff around this endeavour as required.

We recognize that administrators know their school environment, **so we encourage you to employ any strategy that creates opportunity for parent pickup while also respecting the COVID-19 guidelines.** Once you have finalized plans, please communicate them to your school community and share with your DOS.

The goal would be to have this completed by Friday, March 27, 2020.