



OFFICE OF THE DIRECTOR

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

To: All School Staff
From: Tony Stack, Director of Education
Date: May 25, 2020

Please be advised that we expect the Department of Education and Early Childhood Development to announce that schools will reopen for teachers, teaching and learning assistants, and secretaries effective Monday, June 1, 2020 until the end of the school year.

We have been anticipating such an announcement for some time and I take this opportunity to thank our diligent Facilities staff for all the additional work they have done in schools since returning on May 11, 2020. Now more than ever, our custodial and janitorial staff will play a key role as we prepare for the 2020-2021 school year.

I also express my appreciation to school administrators, secretaries, and teaching staff for doing everything within their power to maintain relationships with students and for providing a continuity of learning opportunity for all. I know that many of you will be anxious to get back into schools as we cautiously step towards normalcy. We acknowledge that, at present, public health authorities continue to encourage working from home where possible. I am also aware that some of you may have geographical limitations, health concerns, or issues regarding the care of family members that may, wholly or partially, prevent you going into your school. We have, however, been advised that school staff members are permitted to attend their workplaces, where it is possible to maintain appropriate physical distancing, but may continue to work from home as long as the expectations listed below can be met.

There are important tasks to close out this school year and prepare for the next year, such as:

- the completion of transition plans for students;
- preparation for final report card distribution during the week of June 22, 2020 (further guidance on reports cards will be provided);
- required professional learning in support of the Education Action Plan;
- required professional learning on online education techniques, tools and resources, and
- preparations for September 2020 opening.


To ensure the completion of important tasks to close out the 2019-2020 school year, and allow a concentrated focus on critical tasks in preparation for the 2020-2021 school year, home learning plans will be suspended as of June 5, 2020.

Meanwhile, Covid-19 Level 4 restrictions are in place. As such, protocols will be in place for all staff attending their workplace (attached below). Enhanced cleaning protocols will also be in place for custodian and cleaning staff.

I acknowledge there are still some uncertainties regarding the September reopening. We have developed potential alternative plans for the continuation of learning in anticipation of multiple scenarios. As these scenarios are being developed, consultation is occurring with the Newfoundland and Labrador Teachers' Association. We are arranging further discussion with the Chief Medical Officer of Health in order to ascertain an educational perspective on the various health emergency levels in response to COVID-19. As well, we are engaged with the Department of Education and Early Childhood Development with respect to decisions regarding the curriculum. We all share a desire for a return to, as close as possible, normal operations when the new school year commences. However, the health and safety of our students, families, and employees is our paramount concern. A return to regular in-class instruction is the goal, but we must be prepared to function partially or fully in an online environment in response to the circumstances of this pandemic. Now that we have time to prepare, any online environment will require the curriculum to be covered and assessment continue. We will communicate what we can before the end of this school year, but as you are aware we will have to be prepared to adjust to changing circumstances.

The District appreciates that this has been a challenging time for all of our employees and wishes to extend its thanks for all the work that has been done, and continues to be done, to facilitate student learning. When September comes we will collectively be even better prepared to provide for our students' learning in whatever medium we are afforded.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tony Stack', with a stylized flourish at the end.

Tony Stack

COVID-19
Public Health Guidance for Teachers in Schools (no students)

- Staff should maintain two-metre distancing between individuals at all times. Consider alternatives such as staggering shifts or using technology for staff to participate via distance.
- Staff should not enter the school if they are sick.
- Staff should consistently practice proper hygiene:
 - Regular and thorough handwashing and/or the use of at least 60% alcohol-based hand sanitizer
 - Avoid touching face
 - Cough or sneeze into your arm
- Staff should use their own tools each day including calculators, notebooks, pens, etc., and these items should not be shared.
- Items that must be shared should be cleaned in between individual use.
- Food must not be provided, but can be brought for personal consumption. Staff should not share food.
- Common areas such as breakrooms, should not accommodate staff to group together, even for eating meals/snacks/drinks. The use of vending machines/shared appliances such as coffee pots should be avoided.
- School washrooms must be equipped with warm running water, liquid soap, paper towel, toilet paper, and contactless garbage containers. It is important that a staff member be delegated responsibility to monitor supplies to ensure stock is maintained during operating hours. Cleaning and disinfecting supplies and personal protection equipment should be supplied to any staff member responsible for cleaning, in accordance with the cleaning/disinfectant product manufacturer's directions.
 - Poster: <https://www.gov.nl.ca/covid-19/files/Covid19-Hand-Washing-Poster.pdf>
- For staff designated to return student items, they should maintain at least 2 metre distancing. When the parent arrives, place items in a location where contact with the parent is not required, such as a car trunk or a table outdoors.