



## MEMO

**Date:** Friday, March 27, 2020

**Topic:** **COVID-19 Update – Suspension of classes, social distancing, Zoom session**

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Here is the latest update for COVID-19 as it relates to our school division:

1. We had hoped to get some additional direction today from the Province regarding the status of the current suspension of regular classes beyond April 10. Unfortunately this did not happen. Yesterday, the Chief Provincial Health Officer indicated that the suspension of classes will be extended. The will provide additional direction next week but no specific date for an announcement was noted. We anticipate that we will receive details regarding the time frame for the suspension of classes as well as the general plan for teaching and learning.
2. Today the Province announced the need to escalate social distancing measures including limits on public gatherings of 10 or more people and emphasized the importance of staying home. Given the importance of social distancing in minimizing the transmission of COVID-19, we will be elevating our recommendation regarding working from home. Until further notice, staff is expected to work from home and make this their primary worksite. We ask that you limit your time at schools or school division offices. Additional guidelines regarding this may be found on the second page of this document.
3. Thanks to the students and parents who connected yesterday for the Zoom sessions. We had approximately 60 students for the first session and 110 parents for the second. We discussed teaching and learning as well as the need for student, staff, family, and community wellness.

While this continues to be a time of challenge and uncertainty, we do have Spring Break next week. Staff and students are encouraged to put their school work aside and take this much needed time for rest, relaxation, and recharging. This is important every year but perhaps this year more than most.

Take care of yourself and take care of your family,

*Stephen David*

## **Additional Social Distancing Guidelines for Park West School Division**

Effective Friday, March 27, 2020

Social distancing is the public health practice of encouraging people to keep their physical distance from each other during disease outbreaks in order to slow the spread of infection.

Given the COVID-19 situation, Park West School Division employees are advised to:

- Work from home and make this their primary worksite. We ask that you limit your time at schools or school division offices and only go for short periods of time on an as-needed basis.
- Coordinate staggered arrival, departure, and work times with coworkers if you absolutely must go to your worksite.
- Wash your hands thoroughly and frequently and avoid touching your face.
- Avoid meeting people face-to-face in the workplace. Employees are encouraged to use the telephone, online conferencing, e-mail or texting to communicate as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, such meetings should be for a short period of time (10 minutes or less), in a large meeting room or space and participants should sit at least 6 feet from each other, if possible.
- Avoid person-to-person contact such as shaking hands or other physical contact.
- Do not congregate in work rooms, staff rooms, copier rooms or other areas where people socialize.
- Do not use others phones, desks, offices, or other work tools and equipment.
- Eat at home, but if you must eat at work, eat at your desk, classroom, or away from others.
- Properly dispose of anything that comes in contact with your mouth such as tissues or plastic eating utensils.
- Avoid any interaction with individuals displaying symptoms of illness.
- Do not use school recreational or exercise facilities or equipment.
- Encourage community members and non-members to request information and materials via phone and email to minimize person-to-person contact. When items or materials must be exchanged in person, have them ready for safe and fast pick-up or delivery.
- Disable the secure print option in the division office to minimize the need to use touch screens and touch pads.

We recognize that some staff will continue to report to their worksites given the essential nature of their assignments. Custodians and divisional maintenance staff are asked not to work in close proximity of each other and not to carpool for work travel.

Once a formal announcement has been made regarding an extension to the suspension of classes, direction will be provided regarding how students can retrieve any needed personal belongings.