



*OFFICE OF THE ASSOCIATE DIRECTOR*  
*Ed Walsh*

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

## MEMO

To: Parents/Guardians  
From: Ed Walsh, Associate Director of Education - Programs and Human Resources  
Date: March 16, 2020

On March 16, 2020, the Government of Newfoundland and Labrador, in consultation with the NLESD, announced the suspension of in-class instruction for students in the province due to the COVID-19 coronavirus. To facilitate an organized approach for students to retrieve their personal belongings, school materials, and to minimize gatherings of large groups of students, the following schedule will be used.

**Tuesday, March 17:** Planning day for school staff. No students will be in attendance

**Wednesday, March 18:** Students whose last name begins with "A-M" attend this day only.

**Morning Session:** School will open at the normal start time and buses will pick up students according to the normal morning schedule. Students will be dismissed two hours after their normal start time. For example, if a school begins the morning session at 9:00 a.m., then the school will dismiss at 11:00 a.m. Buses will return students to their regular bus stop. Parents who wish to drop their child off at the school and pick them up at the dismissal time may do so as per the surname schedule. Students who walk to school may do so during this time period as per the surname schedule.

**Afternoon Session:** Parents/guardians who wish to pick up their child's belongings may do so during the regular afternoon session as long as the surname is as per Wednesday's schedule. Please note that parents will not be provided access to their child's classroom during the morning session.



**Thursday, March 19:** Students whose last name begins with “N-Z” attend this day only.

**Morning Session:** School will open at the normal start time and buses will pick up students according to the normal morning schedule. Students will be dismissed two hours after their normal start time. For example, if a school begins the morning session at 9:00 a.m. then the school will dismiss at 11:00 a.m. Buses will return students to their regular bus stop. Parents who wish to drop their child off at the school and pick them up at the dismissal time may do so as per the surname schedule. Students who walk to school may do so during this time period as per the surname schedule.

**Afternoon Session:** Parents/guardians who wish to pick up their child’s belongings may do so during the regular afternoon session as long as the surname is as per Thursday’s schedule. Please note that parents will not be provided access to their child’s classroom during the morning session

Parents are asked to go to school as per the scheduled times listed above. This will assist in the District’s efforts to support “social distancing”.

**NOTE:** Please be advised that, as per guidelines released by the Chief Medical Officer at 7:00 p.m. on Saturday March 14, 2020, the following protocols are in place in all District schools, offices and work sites in the event a parent/student has travelled outside the country and arrived back in the country after the above noted time and date.

- Parents/Guardians who have travelled internationally and returned to the Province after the above note time and date are not permitted to visit any school, office or District work site for a period of 14 days after their return.
- Students who have travelled with their parents/guardians and returned to the Province after the above noted date and time are not permitted to attend school and are required to self-isolate for 14 days after their return.

Should a parent or student find themselves in this circumstance and are not permitted in a school please contact your school administration to make alternate arrangements to retrieve personal belongings etc.

The District is working on plans to support students while they are away from their regular classroom. Parents can expect further information on this early next week.

Thank you for your understanding and support during these challenging circumstances.