



MEMO

Date: Friday, March 20, 2020

Topic: **COVID-19 update for parents and guardians**

I wanted to provide a quick update regarding COVID-19 given some recent developments:

- All staff in our division may now work from home during the nine days of suspended classes. This is responding to provincial direction regarding social distancing. Staff will develop work from home plans.
- If students or parents need to contact teachers or staff, please do so by divisional email unless other arrangements have been made. All divisional emails take the following format - firstinitial.lastname@pwsd.ca (eg. s david@pwsd.ca).
- During the nine days of suspended classes, some staff may choose to report to the workplace but will do so taking appropriate precautions for social distancing. To further minimize risk, all schools and divisional buildings will be locked and effectively closed during this period.
- There will be an extensive cleaning and disinfecting of all schools and division buildings over the next three weeks including all high contact surfaces.
- There is no new information about whether the province might extend the suspension of classes beyond April 13. Even with today's declaration of a state of emergency in Manitoba, it is still provincial health that will provide direction for schools.

I want to thank all divisional and school staff for their patience, their understanding, and their excellent work over the past seven days responding to this situation. Despite challenging circumstances, this affirms my belief that we have excellent people working on behalf of our students. I also want to thank parents and students for being so responsive this week. This situation is having a significant impact on us all but we will get through it together.

If anyone has any additional questions or require further clarification, please contact me by email (s david@pwsd.ca).

Stay healthy,
Stephen David