

**MEMO**

**To:** School Principals  
**From:** Ed Walsh, Associate Director of Education - Programs and Human Resources  
Terry Hall, CFO/Assistant Director of Education - Corporate Services  
**Subject:** Access to School Facilities  
**Date:** March 22, 2020

Based on the most recent COVID-19 update from the Provincial Government and the province's Chief Medical Officer of Health, the Newfoundland and Labrador English School District is further limiting access to school facilities, effective immediately.

This means:

- Access to schools will be limited to the principal (only when necessary) and facilities staff (i.e., custodial and maintenance staff), as directed/required by the District. Any exception must be approved by the Regional Assistant Director of Education.
- Teachers and other school-based staff (e.g., student assistants, secretaries) are not permitted to access school facilities.
- There will be no public access to schools whatsoever - including any pre-arranged drive-through pickup of students' personal items. Any personal items which have not been collected by teachers, staff, students or families at this point will be stored at the school until further notice.
- Administrators can give food service providers who need to retrieve food items/supplies the contact information for their school's Operations Manager, who will coordinate access for the providers' removal of such items.

We regret the inconvenience this causes. We are, however, determined to keep staff, students, families and school communities as safe as possible during this uncertain time.

Administrators are asked to contact their respective Directors of Schools as soon as possible to acknowledge receipt of this directive.