



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

March 12, 2020

**Subject: Information about COVID-19 (coronavirus) – update no. 3**

Dear SWLSB Employees,

As a follow-up to yesterday's communication, please find below the latest updates.

**Employees returning from outside of Canada ON or AFTER March 12, 2020**

As of today, **ALL** employees returning from outside of Canada must stay at home (self-isolate) for 14 days from the date of their return to Canada, as prescribed by the santé publique.

Employees must **IMMEDIATELY** inform their immediate superior. Employees must self-monitor their health and contact Info-Santé at 811 or 1 877 644-4545 if any flu-like symptoms arise.

Employees will be paid for the workdays missed during these 14 days.

For example, employees who arrived today from outside of Canada, would be expected to return to work on March 26, if they do not display flu-like symptoms.

**Employees who have returned from outside of Canada BEFORE March 12, 2020**

Employees who have returned from outside of Canada **before March 12**, and **DO NOT HAVE ANY** flu-like symptoms are expected to report to work as usual.

For example, if an employee went abroad during March Break and returned to Canada before March 12 and **DOES NOT HAVE** any flu-like symptoms, they are to report to work as usual.

If you have flu-like symptoms, please call Info-Santé at 811 or 1 877 644-4545.

**Employees and students with flu-like symptoms**

Any employee or student who presents with flu-like symptoms (fever, cough, difficulty breathing, pneumonia) must stay home (self-isolate) for 14 days.

Employees are asked to **IMMEDIATELY** inform their immediate superior.

**Additional measures /directives**

- Employees must advise their immediate superior if they have been in contact with a person who has travelled in a [country identified as at-risk](#)
- Indoor gatherings of 250 people and more are prohibited
- All school/centre outings, trips and professional development activities outside of Canada are prohibited
- If you have professional development activities scheduled within Canada, please contact your immediate superior
- All school/centre outings and trips within Canada will be reviewed on a case by case basis
- As of today, any **NEW** international student will not be permitted to join our schools/centres


From the office of  
**Gaëlle Absolonne**  
Director General  
Du bureau de  
**Gaëlle Absolonne**  
Directrice générale



450-621-5600  
1 866-621-5600  
F 450-621-7929

235, montée Lesage  
Rosemère (Québec)  
J7A 4Y6





## Health measures

As always, proper hygiene can help reduce the risk of infection or spreading infections to others. We count on your collaboration to promote and model the following hygiene habits:

- Wash your hands for at least 20 seconds.
- Avoid touching your face, eyes, nose and mouth.
- Cough or sneeze into a tissue or the bend of your arm, not your hand.

Please allow extra time for students to wash their hands, especially before they eat snacks or lunch.

## Cleaning procedures

We have ordered additional cleaning and hygiene products for all our buildings. As part of the regular maintenance routine, enhanced cleaning practices are now applied, and particular attention is put on high-touch surfaces such as doorknobs, handrails, etc.

We remain diligent in monitoring the situation and keeping you informed. Should you have any questions or concerns, your school/centre/department administrators remain your primary contact.



Gaëlle Absolonne  
Director General

From the office of  
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Director General  
Du bureau de  
**Gaëlle Absolonne**  
Directrice générale

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