



March 15, 2020

Subject: Information about COVID-19 (coronavirus) – update no. 5

Dear Employees,

Following today's press conferences from the Premier, François Legault, the Minister of Education, Jean-François Roberge, and the Minister of Families, Mathieu Lacombe, we would like to inform you of the following measures in place at the Sir Wilfrid Laurier School Board.

We cannot repeat it enough, basic hygiene measures and social distancing to avoid catching the virus yourself and to avoid passing it to others, is critical. It is our collective responsibility, not only as a public organization but as responsible citizens, to enforce and respect the measures the government is putting in place. As such, we are urging all our employees to be flexible and understanding of these new directives that we understand are disruptive, but necessary.

Effective immediately

- **NEW** | Employees who are **70 years of age or older MUST stay at home** until further notice. Your school administrator, with the help of our Human Resources Department, will give you additional information should you have any questions.

The information below remains in effect:

- Schools/centres and daycares will be closed to students for two full weeks.
- Teachers are **not expected to send homework, assignments** or in any other way communicate with students or parents, which includes not using the usual online tools such as Google Classroom. Therefore, all **meetings scheduled with parents are cancelled whether on school premises or not.**
- As per the collective agreements, all regular and long-term replacement employees will be paid regardless of whether they are at work or home.
- ***REMINDER** | Employees who have **returned from outside of Canada within the past 14 days MUST** stay at home and self-isolate until a period of 14 days has elapsed from the date of their return to Canada. This includes the date of your return.
- ***REMINDER** | Employees who have **returned from outside of Canada as of March 12, MUST** self-isolate for 14 days and, therefore, stay at home as explained in our communication of Thursday, March 12.
- Should you have come in contact with someone who has symptoms of COVID-19, please contact 1 877 644-4545.
- All meetings and professional development activities scheduled during this period are cancelled, with the exception of conference calls (by phone or Zoom meetings) when it applies.

NEW directives for Monday, March 16



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- All administrators are expected at their place of work tomorrow.
- **IMPORTANT! The employees that are required to report to work** tomorrow will be contacted by their immediate superior either by email or by phone this evening.
- **Only the employees that are required to report to work will have access to the** school/centre or head office.
- **No employee** will have access to their school/centre or the head office building during this 2- week period, **as ordered by the Government of Québec**, unless they are required to work for essential services.

From March 17 to March 27, 2020

- ONLY employees who are responsible to ensure essential services **will be asked to work on an as-needed basis, either at their place of work or from home**. This will be determined with their immediate superior to maintain essential services (for example, payroll, network maintenance, construction, etc.).
- Your immediate superior will get in contact with you to inform you of your work schedule for this period.

Daycare services in schools for healthcare and frontline workers

The Government has asked schools across the province located near hospitals and healthcare facilities to offer daycare services to school-aged children of essential service professionals such as healthcare, law enforcement, and public security, who are required to work during this time.

- John F. Kennedy Elementary School
- Laurentian Elementary School
- Laurentia Elementary School

We understand that this situation is stressful and we encourage you to contact our employee assistance program (EAP) for support. You can access the EAP 24/7 by phone at 1 844 880-9142, [web](#) or mobile app.

Given the nature of the situation, we remind you to check your emails on a regular basis for the most up-to-date information. Again, thank you for your patience during this challenging period.

We will continue to monitor the situation and keep you informed.



Gaëlle Absolonne
Director General

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