



Nova Scotia Teachers Union

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MEMORANDUM

TO: NSTU Members

FROM: Staff

DATE: March 22, 2020

RE: Access to Schools – March 23 – 27, 2020 (COVID-19)

As you are likely now aware, the Department of Education and Early Childhood Development through the Regional Centres for Education and Conseil scolaire acadien provincial has set up a protocol for teachers to access materials that are currently in school. Teachers who wish to collect items can do so by making an appointment with their Principal, or designate, this week. Principals will be scheduling appointments such as to manage the number of people in each school at a given time. It is completely voluntary whether a teacher makes an appointment or not. However, teachers will be receiving further information shortly about the need to develop plans for students to continue learning and, therefore, should consider what materials teachers may need at home to work.

It is important that teachers who wish to collect materials from the school, ensure:

- They make an appointment with their Principal, or designate;
- They adhere to the scheduled appointment time and date;
- They only enter the school when admitted – teachers should not use their own keys to enter the school as entry will be managed at the school to ensure compliance with public health guidelines;
- They enter the school alone – teachers should not bring their children or partners into the school with them;
- They only retrieve essential items from the school;
- They not enter the school at any time or date other than their scheduled appointment time.

Any teacher who is required to self-isolate, per public health guidelines, is not to make an appointment to go to school. This includes teachers self-isolating due to travel or due to COVID-19 symptoms. Such teachers should speak to their Principal to make arrangements to have materials collected if they need them.

Further, any teacher who is unable to retrieve items and wishes to should speak to their Principal about alternate arrangements.

These guidelines have been put in place to ensure that all staff in schools will remain safe. There will be custodial staff present in the school. Further, grade 12 students may be attending schools by appointment as well. Grade 12 students will only be collecting personal technology they left and/or collect a school device for use at home.

Schools will be fully closed as of Friday, March 27, 2020 with entrance restricted to certain employees to ensure that building systems remain functional.