



**March 26, 2020**

***A Message from Superintendent Godden...***

Dear Abbotsford School District employees,

With the end of Spring Break around the corner, I am providing all employees with more clarification around working conditions in the coming weeks, as well as an update on our draft plan for continuity of learning. As you know, the provincial government announced on March 17th that all in-class instruction in BC schools was suspended indefinitely. Since that announcement, our district team has been busy establishing a plan to move things forward during this trying time. While there is still much to determine, I hope that this email provides some answers for you.

**Working Conditions**

First and foremost, we want all employees to stay safe and healthy during this pandemic. While our schools are closed to students, they are not closed to staff. All regular 10-month and 12-month employees should be available for work; *however, this does not mean that physical attendance is expected on March 30th*. Schools and departments are investigating work from home options and will communicate those plans in the days ahead. In preparation for this, please begin to consider and identify work that you can perform from home and what technical limitations you may face. Formalized work plans for each school and site in the district will be communicated by April 3rd.

If you are feeling sick and experiencing any flu-like symptoms (dry cough, fever, headache, sore throat), do not come to work. If you have travelled internationally, have an ill person in your home, or share a residence with a person who has been exposed to COVID 19, do not come to work. Access your sick leave via AMS, and if needed, connect with your immediate supervisor so they can support you with the appropriate next steps.

## Preparing for Next Week

Like all school districts across the province, we are required to develop a Continuity of Learning Plan to support our students. Today all administrators and managers met to review and provide feedback on our draft plan, the details of which will subsequently be shared in the coming days. Below is the schedule for the week of March 30th to April 3rd:

- A key goal for next week is preparing for our new interim reality and getting comfortable with new instructional and operational processes using technology. ***Employees should be available for work on March 30th, but are not expected to attend their worksite physically.*** Direct communication will come from your principal or immediate supervisor, via email, related to your schedule.
- Starting on March 31st, and continuing for the rest of the week, principals will schedule staggered and/or virtual staff meetings to ensure that staff have the tools necessary to prepare for instruction, and support our students.
- Opportunities will be made available for staff to collaborate with colleagues, and connect with the Curriculum Department and the Learning Support Services to understand the various resources available to support instruction.
- The primary expectation is for staff to make personal phone contact with each student in the district. Teachers will be provided with guiding questions, but the primary purpose will be to make a personal connection and assessing the level of support needed for each student.
- Schools will be required to establish a plan for students to pick up needed materials in a way that respects social distancing. This will commence April 2nd and should be completed by April 6th.

It is our goal to commence our Continuity of Learning Plan on April 6th.

## Compensation

Here is the most up to date information as of today, March 26th as presented by the government:

- *Management, Teachers, and Support Staff:* All employees in regular, continuing positions will continue to be paid.
- *Temporary Employees:* Employees in temporary assignments that were scheduled to continue after Spring Break will continue to be paid to the end of their assignment.
- *Casual Employees:* All TTOCs and on-call employees are advised to apply to employment insurance (EI). Payroll has processed and submitted the appropriate Records of Employment (ROE) to Service Canada.

If you have further questions regarding compensation, please follow up with the appropriate contact as listed below:

- *Teachers:* [tom.paulik@abbyschools.ca](mailto:tom.paulik@abbyschools.ca)
- *Support:* [heather.mack@abbyschools.ca](mailto:heather.mack@abbyschools.ca)
- *Management:* [michele.radomski@abbyschools.ca](mailto:michele.radomski@abbyschools.ca)
- *ROE questions:* [teresa.wertman@abbyschools.ca](mailto:teresa.wertman@abbyschools.ca)

As we have noted already, we are in a rapidly evolving situation that continues to change daily. The latest updates on COVID-19 will continue to be posted on our website: [www.abbyschools.ca](http://www.abbyschools.ca).

Again, thank you for your cooperation, understanding, and commitment to our children.

Sincerely,  
Dr. Kevin Godden  
Superintendent of Schools

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