

**To: Teachers, TLAs and Student Assistants**  
**From: School Administration**  
**Date: February 14, 2021**  
**Subject: All District K-12 Schools to Switch to Online Instruction**

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As you know, in-school classes are suspended for all students at all schools under the jurisdiction of the Newfoundland and Labrador English School Board, effective Monday, February 15 until at least Friday, February 26, inclusive. This decision was made in consultation with the Provincial Government and the Chief Medical Officer of Health, as part of province-wide efforts to reduce the risk of spreading COVID-19.

The delivery of educational programs and services has been deemed an essential service.

School buildings will be open to staff on Monday to collect any materials and resources needed for online instruction, if they have not already retrieved them. During this two-week “circuit breaker”, the school administration will only be allowing the retrieval of a student’s technology device left at the school, or essential items required for health and safety (e.g., medications). Personal items cannot be retrieved at this time.

Central, Western and Labrador teaching staff will begin online instruction as follows:

- High School and Intermediate grades will begin online classes no later than Wednesday, February 17.
- Primary and Elementary grades will begin online classes no later than Thursday, February 18.

For the Avalon Region, excluding St. John’s Metro, as previously communicated:

- Intermediate and high school online classes begin no later than Monday, February 15.
- Primary and elementary classes begin no later than Tuesday, February 16.

For St. John’s Metro schools:

- Intermediate and high schools have already implemented online classes.
- Primary and elementary grades will begin online classes no later than Monday February 15.

All sessions will adhere to the Scenario 3 [Protocols for Online Learning](#) for different grade groupings.

Student Services staff will be working with schools this week to prepare for the learning needs of students with complex needs. Student Assistants are not expected to report to work at this time. Further information will be provided as it becomes available.

**To: All Education Staff**

**From: Ed Walsh Associate Director of Education (Programs and Human Resources)**

**Date: February 14, 2021**

**Subject: Teachers Working from Home**

As you know, the District has suspended in-class instruction for all schools in the District, until further notice.

The District has developed the following protocols to allow teachers to work from home. Teachers who are able to confirm that they are able to meet these expectations are recommended to work from home.

1. The teacher confirms they have the necessary IT infrastructure in place to allow for the necessary connectivity with their classes and are able to fulfill their responsibilities, duties and obligations remotely.
2. The teacher confirms that no extra resources, including internet connectivity, are required in order to meet their employment obligations while working from home.
3. The teacher confirms they are able to meet their obligations for instruction as outlined in Scenario 3 [Protocols for Online Learning](#), including the daily scheduled synchronous and asynchronous contact time with their classes.
4. The teacher confirms that they are able to maintain, as required, the necessary contact with parents/caregivers of their students from their home.
5. The teacher confirms that issues of privacy in regards to connecting with students are addressed in advance of online/virtual classes. This must include an appropriate and private work space in the home from which to conduct classes.

If a teacher cannot meet all of these protocols, then they must report to their worksite, following all health and safety protocols. If they cannot report to their worksite, they must apply for unpaid leave. In some circumstances, a teacher may apply for a formal accommodation to their work arrangement.

Please note that at some point teachers may be required at their worksite to provide in-school support to those students requiring it.

If the teacher's circumstances as outlined in the protocols above change, they are required to advise their principal immediately and begin discussions regarding a return to the workplace.

Teachers must be able to return to work at their school with 24 hours notice of a change in conditions permitting a return to in-class instruction.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of the signed form should be retained by the employee. An electronic signature will suffice.

The original will be emailed to the appropriate Regional Human Resources Division by the teacher. The appropriate email address is listed below.

Labrador Region [hrlabrador@nlesd.ca](mailto:hrlabrador@nlesd.ca)

Western Region [hrwest@nlesd.ca](mailto:hrwest@nlesd.ca)

Central Region [hrcentral@nlesd.ca](mailto:hrcentral@nlesd.ca)

Avalon Region [hralvalon@nlesd.ca](mailto:hralvalon@nlesd.ca)

An approval is not considered in place until the signed document is received by the appropriate HR Division. Teachers should copy their principal Principal/supervisor.