

Dear HWRSD Faculty and Staff,

Thank you for all of your emails and phone calls offering to help our students and families during these unprecedented and rapidly evolving circumstances related to COVID-19 response. We will be developing a list of volunteers and will contact you as needed, but in the meantime we are sharing some information that is important to all faculty and staff as we enter this period of extended school closure.

Staff Retrieval of Personal and Professional Items- Wednesday, March 18, 2020 from 8AM-12:00 noon:

As you know from today's Connect Ed message, HWRSD staff can report to their respective schools on Wednesday, March 18, 2020 from 8AM-12 noon. During this time, all teachers should take home their electronic devices, grading materials and educational resources that may be needed for professional development opportunities and/or to support continued learning for all students. Staff should also retrieve personal belongings including: classroom plants, pets, and food stored in their classrooms and faculty areas. Due to the need to practice social distancing, staff should plan on a brief and focused retrieval of their belongings with minimal personal contact. **(Please do not report to the building if you have already collected your materials.)**

Student and Family Building Access-

Wednesday, March 18 1:00-6:00pm and Thursday, March 19 8:00-noon

On March 18 and 19th at the above times, our buildings will be open to allow students and families to pick up their personal belongings and any daily-administered medications stored in the nurse's offices. To accommodate and facilitate these times in which the buildings will be open, the following staff will be asked to report to work as follows:

- School Nurses will be present in their schools to distribute essential student medications to parents. Nurses will keep a log of distributed medication, and remain in contact with Teri Brand if any concerns arise.
- Mental Health Support Staff--the District also requests that any available guidance and adjustment counselors and school psychologists report to the District Office to be available to provide emotional support to families and students if needed, and to plan for additional future resources.

NOTE: Principals and Assistant Principals should report to their respective schools during all hours that the buildings will be open, to assist staff and families.

As of Friday, March 20, the District Office will be closed to the public with the exception of essential functions and District operations. We will designate work areas as needed to maintain as much social distancing as possible. I will continue to update our district with current and most recent developments that impact HWRSD.

Please take care of yourselves and your families during these ever-changing times in our District and State.

Sincerely,

Albert G. Ganem, Jr.
Superintendent of Schools