



March 16, 2020

Dear Westminster staff members:

I want to thank you for your understanding of the current situation with COVID-19. We are experiencing an unprecedented time, where the situation is complex and changing rapidly. As your Superintendent, it my highest responsibility and call to duty to protect the safety and well being of our students, staff and entire school community. Due to the rapidly escalating risk associated with COVID-19, our school sites and district office will be closed and operating under a skeletal crew, from today through March 27, 2020 where only essential services are needed until further notice. This will allow you to take this time to take care of yourself and your family.

What this means

- No employees are to report to work with the exception of employees performing duties “essential” to the operations of the district. All employees are on paid leave and expected to be on call and available to report to work if needed. This includes all school site employees who were initially directed to report on Wednesday March 18th.
- School and department administrators will contact employees if they are needed to report to work.
- Staffing needs will be evaluated daily and staffing adjustments will be made to meet the operational needs of the district.
- *As this situation is fluid and rapidly changing, please continue to check your emails and district website for updates as information will be posted regularly.*

I understand that these are challenging times for all of us. I thank you for your patience and understanding. If you have individual needs or concerns, please feel free to contact your supervisor.

Sincerely,

Dr. Cyndi Paik

Superintendent
Westminster School District