



## MEMO

TO: Wes-Del Staff  
FROM: Kyle Mealy, Superintendent  
DATE: March 16th, 2020  
RE: Staff Update on Coronavirus Closure

Wes-Del Community Schools administrative team continues to monitor the coronavirus (COVID-19) pandemic. Today Governor Holcomb announced more recommendations limiting social interaction to curb the spread of COVID-19. Specifically, he limited gatherings of 50, non-essential travel, and recommended the closure of restaurants, bars, gyms, and other social establishments. Carry-out options for dining are still available.

Here is the information we have as of Monday, March 16th, 2020:

### OFFICES AND BUILDINGS

Beginning Tuesday, March 17th, 2020 we will change our offices and building procedures to the following:

1. Public access to the school offices will be restricted to call ahead and emergency purposes only.
2. Public office hours will remain 9 a.m. to 1 p.m. each day.
3. Central office will be restricted to call ahead and emergency purposes only for the public. Central office hours will be 9 a.m. to 1 p.m.
4. Only hourly employees or non-certified employees who MUST work should be in the buildings. If you do not absolutely have to work, please stay home. We must keep our number of workers under 50 and to keep ourselves distanced as best as possible.
5. All employees that CAN work from home, NEED to work from home.
6. School lunches will still be provided outside of the elementary school from 12 p.m. to 1 p.m. through Thursday of this week.

We hope to keep our offices open through Thursday, but be prepared that we may shut our offices and buildings at any time. This is a very fluid situation, and we will do our part to keep our community safe.

### EXTENDED ELEARNING ASSIGNMENTS

Continue to follow the prepared plan you discussed with your building principals.

1. The elearning work should be short (20 Minutes Max), and it should be review material.
2. Remember to have empathy with students who may be caring for other siblings, family, and friends' kids as adults have to work.
3. Be available for our students, parents, and community.
4. BE POSITIVE. Reassure your students that we are going to be fine.

As always, if you have any questions or concerns, contact your building principal.

## TIMELINE

As we receive more information and restrictions, it looks more likely that we need to proactively prepare for an extended time period beyond April 3rd to be out of our buildings. If we are out for additional weeks beyond April 3rd, one proactive approach for our schedule could be the following:

- Monday and Fridays – Waiver Days(Closed, no eLearning)
- Tuesday, Wednesday, Thursday – eLearning

This blended approach would allow us to keep our waiver days while still keeping our students engaged in weekly educational opportunities.

Please remember this is an idea not a true plan. We just want our staff to know that we are thinking and preparing proactively for anything at this point.

## COMMUNICATION

We will continue to do our best to update our staff, students, and community as the information is received. We continue to utilize all means of communication we have including; social media, text/call alerts, email, and memos. The central office will remain open from 9 a.m. to 1 p.m. for emergency purposes. Please feel free to contact us at 765-358-4006. A good form of communication will be my email, as I will be checking in daily. If you have any questions, don't hesitate to email me.

Again I will stress that this is an unprecedented time. We have done our best to let all the staff know exactly what we know as district and building leaders. On behalf of the entire administrative team, we want to thank all staff and teachers! Your social media feeds and online lessons show your commitment to our Warriors. For many districts, extended online learning has been a struggle, but not for Wes-Del. We are SO proud of ALL of you! Keep up the great work, and stay positive. OUR WARRIOR FAMILY WILL GET THROUGH THIS TOGETHER!

P.S. If you know a senior and can email some words of encouragement, please do so. This is a very difficult time to be a senior in high school. Those events they are looking forward to so much are in great limbo.

Sincerely,

Kyle Mealy  
Superintendent