



Phone: 1-306-682-2558  
Toll-free: 1-866-966-2558  
Fax: 1-306-682-5154  
10366 8<sup>th</sup> Avenue  
PO Box 40  
Humboldt, Saskatchewan  
S0K 2A0

**To:** Horizon Families & Staff  
**From:** Kevin C. Garinger, Director of Education  
**Date:** March 13, 2020  
**Re:** Coronavirus (COVID-19) Update

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Good afternoon, everyone.

Further to my memo yesterday regarding Coronavirus (COVID-19), I am writing with updates for our families and staff. Operating out of an abundance of care and safety, we will be instituting the following practices within Horizon School Division, effective immediately:

- Until further notice, schools will be refraining from large-scale school assemblies of more than 50 people;
- All upcoming out-of-school educational trips are to be cancelled or postponed until further notice;
- Community rental of school facilities are cancelled until further notice;
- Parent-teacher interviews will continue as planned, but conversations by phone will be arranged by request. At this time, we strongly recommend these meetings happen by phone, but we will not be closing our doors to families; and
- All internal Horizon School Division professional development opportunities for staff, such as our in-person Collaborative Learning Day, in-person Director's Leadership Team meeting, have been postponed. Where possible, these opportunities will be supported via web or phone-based collaboration. We are grateful to have access to technology to manage collaboration through these means.

I will remind you of the Government of Saskatchewan's resources available on [Saskatchewan.ca/coronavirus](https://saskatchewan.ca/coronavirus) and [horizonsd.ca](https://horizonsd.ca).

- Practice proper cough and sneezing etiquette (into the bend of your elbow);
- Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer;
- Avoid touching your eyes, nose and mouth with unwashed hands;
- Maintain safe food practices; and
- Avoid large crowds and practice social distancing (do not shake hands, hug, or kiss)

Thank you for your immediate attention to this matter. As the situation develops, we will continue to share further updates as they arise.

Thank you,

A handwritten signature in blue ink, appearing to read 'Kevin C. Garinger', is written over a light blue circular stamp.

Kevin C. Garinger, B. Ed, M.A. Ed  
Director of Education/CEO  
Horizon School Division No. 205