**\*\*\*The following email has been sent on behalf of Jamie Bertram, Manager of Custodial Services to all Chief Custodians, Custodians and Custodial Supervisors. \*\*\***  
   
Good Afternoon All  
   
Schools are closed from Saturday, March 14th  through to Sunday, April 5th .           
With information from the Deputy Minister of Education, three days of deep cleaning at all locations has been provided as an item for consideration.  
   
**Based on this, all Custodial staff previously scheduled to be at work during March Break (Monday March 16 to Friday March 20) will report to their home school or designated coverage location from 6am-2:30pm on: Monday March 16th, Tuesday March 17th , and Wednesday March 18th.**  
   
All normal section duties are to be completed over the course of the three days along with deep cleaning and touch point cleaning. Staff may be relocated to assist with ensuring all sites are completed.  
Custodial staff are not expected to report back to work until Monday April 6th, when they are to report for their regular scheduled shifts.  
Staff are asked to continue to follow the absence reporting process for the three scheduled days noted above. We ask that you monitor your Board email if possible or check the DDSB website for additional information or updates.  
Waste management will pick up next week and be cancelled for the remainder of the shutdown.  
The additional touch point cleaning shall be completed based on the attached document.  
   
Thank you and take care of yourselves.  
   
Jamie Bertram  
   
   
Melody Colatosti  
   
Administrative Secretary, Custodial Services