

Northwestern Elementary Building Updates and Communication *(information below is current; however, subject to change. Continue to check Northwestern Elementary Website and Facebook Page for the latest updates)*

- As of **Thursday, March 26th**, our office will move from being open to the public to being an **operational office** for answering the phones and keeping the building running. The office hours will remain 8-2 on Mondays and Thursdays moving forward; however, it will be closed to students, parents, and the community.
- Based on the Governor's recent closure requests, we made this difficult decision to **close the office to the public** in order to limit potential exposure to our employees, as well as to those who visit.
- If there is a reason that anyone may need in the office (i.e.: to sign out a Chromebook), we will make appointments with individuals, please call or email us to schedule these times.
- The cafeteria will remain open for drop off and pick up for school assignments; however, there will not be staff present to help reduce exposure to employees as well as visitors. Adults only and no school aged children in the building for drop off and pick up.
- If parents feel more comfortable, you may wait to turn in paper copies of assignments at a later date or utilize the 24/7 drop at the MS front entrance to the gym. Please continue to communicate with your teachers.
- If you have online access for school assignments, you Do Not need to pick up paper assignments/packets.