

29 March 2020

Dear Colleagues

Following the address of the Taoiseach Leo Varadkar TD on Friday, 27 March I confirm that all Kilkenny and Carlow ETB schools/centres and services are now closed until 12 April in line with the government restrictions announced.

The Government has since stated that employees who need to make necessary arrangements to wind down their activities in the workplace can do so until 6.00pm on Monday, 30 March. If you need to attend your workplace tomorrow it should only be for an absolute limited period of time for essential activities. Attendance should only take place with the prior agreement of your Line Manager at a specified time to ensure physical distancing is strictly maintained. This may be necessary to additionally secure buildings, collect essential work documents etc.

Our directors, school/centre leaders, managers and our heads of sections will continue to engage with you to ensure that we remain connected and that we continue to maintain teaching and learning and service delivery in so far as is possible.

Further guidance will issue on our website over the next couple of days in respect of matters to consider when working from home during this time. In addition, details of an online professional development repository of courses for KCETB staff together with guidelines and instructional videos to help people access them will also be issued.

I would like to again express my gratitude to everyone for working tirelessly over the past number of weeks to put in place arrangements to facilitate the continuation and delivery of our services and for ensuring that the care of our students remains at the core of all our endeavours.

This has been a very difficult time for everyone and I thank you all for your efforts to date as we seek to do everything we can to assist in preventing the further spread of COVID-19.

I hope that you and your families remain safe in the weeks ahead.

Take care and look after yourselves.

Kind regards



Eileen Curtis  
**Chief Executive**