



The Catholic Women's League of Canada
Response to COVID-19 Pandemic: Office Reopening

May 29, 2020 – FOR IMMEDIATE DISTRIBUTION THROUGH LEAGUE CHANNELS

National office advises all members that the office will move into phase two of its reopening plan, starting Monday, June 1, 2020 as permitted by the provincial government. The office had previously been closed since April 1st to comply with orders under Section 67 of *The Public Health Act*, issued on March 30, 2020 by the Province of Manitoba.

Continued compliance for reopening prohibits persons other than staff from entering the office. The order department has resumed operations; however, members should expect longer delivery times due to increased demands placed on Canada Post. One or two staff members will be available at the office to answer the telephone from Monday through Friday, 8:30 a.m. until 4:30 p.m., with the exception of the lunch hour from noon until 1:00 p.m.

Staff continue to be available to process membership, facilitate communication and direct inquiries and will continue to work remotely when not scheduled for an office day. They may be contacted in office on the days below or electronically at the following e-mail addresses:

Kim Scammell	Executive Director	executivedirector@cw1.ca
Office days: Monday and alternating Wednesdays/Thursdays		
Valroy Anderson	Senior Accounting Clerk	accounting@cw1.ca
Office days: Thursday and Friday		
Amanda McCormick	Executive Secretary	communications@cw1.ca
Office days: Tuesday and Wednesday		
Katherine Choi	Membership Coordinator	membership@cw1.ca
Office days: Thursday and Friday		
Marion Wong	Office Assistant	officeassistant@cw1.ca
Office days: Tuesday and Wednesday		
Kerri Sylvester	Project Coordinator	projects@cw1.ca

General inquiries may be sent to info@cw1.ca.

We thank you in advance for your understanding, and we will keep you apprised of any changes to the orders.

God bless,

Kim Scammell
Executive Director