

Retrieval of Personal Belongings from Lockers/Return of Textbooks

Dear Parents/Guardians/Students,

Through discussions with Public Health, we have been able to arrange temporary access to the school for those students **who need** to come in and remove personal items from their lockers between Monday, 15th June to Thursday, 18th June.

To make this process more effective, we have made an important decision. Your assigned locker this year (2019/2020) will be your assigned locker for the next school year (2020/2021).

This means that it is **not essential** that you clear out your locker but rather you may come to the school if you need to collect any personal belongings that you may require over the summer or to return any textbooks or other materials. All returning students can keep their chromebook at home over the summer.

Before coming to the school it is imperative that the parent/guardian/student complete the [Region of Waterloo Public Health COVID-19 Self-Assessment](#) and

- Be free of COVID-19 symptoms
- Not have been in close contact with any individual diagnosed with COVID-19 or exhibiting potential COVID-19 symptoms

If the self-assessment indicates recommendations for care/isolation, and/or the conditions a) or b) are not met, please **do not come** to the school.

Grade 12 students who are not returning, are encouraged to use this opportunity to clear out their lockers and return any school belongings. This may include library books, textbooks, musical instruments, etc. If students have access to another device for the remainder of the school year, they can return their chromebook. If not, students will have an opportunity to return their chromebook at a later time.

Students that **need** to collect belongings from their lockers will be allocated a day and time slot based on their last name. We ask that you adhere to your allocated time slot and follow the guidelines in place contained in this message. These times are approximate and students are asked to keep in mind that they may need to wait outside until it is their turn to enter the building so that we can maintain safe distances for all students and staff within the building. Your patience in this process is appreciated.

Alpha List by Last Name Schedule

	Monday 15 June	Tuesday 16 June	Wednesday 17 June	Thursday 18 June
9:00am to 10:00am	Last Name starting with A or I	Last Name starting with G	Last Name starting with M	Last Name starting with S
10:15am to 11:15am	Last Name starting with B	Last Name starting with H		
11:30am to 12:30pm	Last Name starting with C	Last Name starting with K	Last Name starting with P	Last Name starting with T or Y or Z
12:45pm to 1:45pm	Last Name starting with D	Last Name starting with L	Last Name starting with Q or U or R	Last Name starting with W or V
2:00am to 3:00pm	Last Name starting with E or F	Last Name starting with J or N or O		

We encourage students who are accessing the building to wear face masks if they are able to do so. The WRDSB will NOT be providing face masks for retrieval of belongings.

Entry to the school will be through the main office entrance. Exit from the school will be via the event exit doors. Entry and exit doors will be clearly marked. The number of students in the school at any time will be limited during each time slot. Physical distancing at all times will be required.

The following rules will be in place at the school during this process:

1. Outside the entry doors to the school there will be a line up system that identifies markers for physical distancing in the parking lot and on the sidewalk 2m/6.5 ft apart.
2. Staff will be placed in various locations inside and outside the school to help with directing flow of traffic and monitoring physical distancing markers.

3. You will be provided with a Collection Kit that has all the necessary supplies including gloves.
 - a. Watch this video of [how to put gloves on](#) and [how to take them off](#) properly.Plastic bags will be provided to students/parents arriving to collect student items.
Bags and other containers are not allowed to be brought from home.
4. Family members, children or animals are NOT permitted to enter the school / site under any circumstance. However, a parent may pick up their student's belongings on behalf of that student. Please ensure you have the locker number and the combination code for the lock. We do have the option to cut a lock if the student has forgotten their combination.
5. Students are asked not to carpool with other students outside of their immediate family/household. If you are arriving at the school via personal motor vehicle we ask that you park the vehicle in a spot closest to either the parking lot entrance of the building or the main entrance of the building, unless otherwise directed. Please allow at least 2 metres (6.5 feet) of distance between your vehicle and any other vehicle(s) that may be present.

If you have any queries, please do not hesitate to contact the school at 519 653 2367 (dial 3 for the office) and leave a message. A member of the team will get back to you as soon as possible.

Stay safe