



Guidelines and Instructions for Families to Retrieve Student Belongings

In order to facilitate the safe and efficient retrieval of personal belongings from schools, your participation and cooperation is greatly appreciated. Please review the below guidelines and the e-mail you received in order to be fully prepared when arriving to retrieve items from the school.

- Everyone will be required to use hand sanitizer when entering the building.
- Masks will not be provided to parents/guardians/students when entering the school. However, we encourage parents/guardians/students to wear their own mask to protect others.
- While inside and outside the building, staff and families must always practice physical distancing, remain at least 2 metres apart and avoid touching your face.
- One clear plastic bag will be provided for each student's belongings.
- Parents/guardians/students must not take items that do not belong to them.
- Any personal belongings will be retrieved in an as-is state and no items will be cleaned or sanitized prior to collection.
- The number of people accessing the building will be limited at any given time.
- Each person must enter and exit the building through the assigned doors for their zone.
- Items in lockers must be entirely cleared out and brought home.
- All lockers are to be left open and locks removed after retrieval of all belongings. For SHARED lockers, locks to be removed after 2nd student retrieves items. Board staff will be available to cut student locks if the combination is forgotten.
- Washrooms will not be open for use. Drinking fountains will be covered up and not available for use.
- Please use stairs while in the building. If elevator use is necessary, only one person should be in at a time (unless family members that live in the same household).
- Access is limited to 15 minutes or less and entrants should not remain on site following their visit.

This is an opportunity to quickly and efficiently retrieve personal items. Do not loiter/mingle/engage in conversations with others, inside or outside the buildings.

Due to the time restrictions to retrieve belongings, teachers and school administrators will not be able to discuss individual student needs. Please contact them through e-mail.

Thank you in advance for your understanding as your school team works to facilitate the safe and efficient retrieval of belongings for all students.