

## **E-Mail to Secondary Families for the Retrieval of Student Belongings from Schools**

May 27, 2020

Dear Parents/Guardians,

With the news that our school will remain closed for the rest of the school year, the DDSB has developed a procedure to allow for safe retrieval of student belongings and the return of materials such as musical instruments, library books, and Chromebooks for graduating grade 12 students and those moving away from the district.

This plan has been approved by the Ministry of Education and Durham Region Health Department. In order to accomplish this as safely and efficiently as possible, please review the instructions in this message carefully.

### **Access Dates and Times**

Access to retrieve personal belongings will be made available Monday to Friday, between 8:00 am and 8:00 pm starting on Wednesday June 3, 2020 through to Friday June 26, 2020. <NOTE TO PRINCIPALS: PLEASE MODIFY DATES AND TIMES ACCORDING TO YOUR SCHOOL'S PLAN>

Students with pre-existing medical conditions (i.e. students who are at a high health risk for susceptibility to illness) resulting in accommodation needs specific to the retrieval of items will be prioritized. Our school team will work with parents/guardians individually on arrangements. Please contact <INSERT NAME HERE> at <INSERT E-MAIL AND/OR PHONE HERE> if this applies to you.

### **Zones**

Our school has been divided into zones, based on student locker location, and each parent/guardian/student will be allotted a 15-minute maximum time slot. Please consult with your child(ren) if you do not know which zone to register for. Here are the following zones for our school:

<INSERT UP TO 12 ZONES HERE>

Zone 1:

Zone 2:

Zone 3:

Etc.

I have attached to this message the entrance to the school that you will need to use in order to access your zone. <PLEASE MAKE SURE TO ATTACH THE SITE PLAN WITH ZONE ENTRANCES INDICATED>

It is critical that you use the entrance that has been designated for access for the safe and efficient retrieval of items.

### **How do I book a time to retrieve items?**

You must register by selecting your zone/teacher and a 15-minute time slot to retrieve items by visiting: [<INSERT LINK HERE FOR REGISTRATION ON THE PARENT / TEACHER INTERVIEW SOFTWARE>](#)

If you have an EpiPen/medication or personal musical instruments that need to be picked up outside of the locker/classroom, you must check the appropriate box when registering. Any other items will need to be picked up in September.

### **Who can come to pick up items?**

Students are to retrieve their personal items from their own lockers. One parent/guardian may accompany the student, if necessary. All accompanying names must be identified when registering.

Grade 12 students, and students not returning to the DDSB, should be scheduled as close to the end of the school year as possible, to coordinate the returning of Chromebooks, instruments, textbooks, etc.

### **Self Assessment Requirement**

To access the school, individuals must perform a self assessment prior to arriving:

You must be symptom free of respiratory illness (fever, new cough and shortness of breath);

Have not been outside of Canada within the last 14 days from the date of entry to the building; and

Have not cared for or had known contact with an individual with confirmed COVID-19 or COVID-19 like symptoms (fever, new cough, runny nose, difficulty breathing, etc.).

If any of the conditions apply, then individuals **must not** access the building.

If you are experiencing symptoms, contact your family physician or complete the Ministry of Health self-assessment for further direction. The assessment is found here: [COVID-19 Self-Assessment](#).

### **Returning School Owned Materials and Chromebooks**

Students should be prepared to bring back school owned materials such as musical instruments, library books, textbooks, etc.

Grade 12 students, and students not returning to the DDSB, should be scheduled as close to the end of the school year as possible, to coordinate the returning of Chromebooks, instruments, textbooks, etc.

Students in all other grades should hold onto their DDSB issued Chromebooks in preparation for the upcoming school year.

Instruments, textbooks, and any other items being returned to the school must be clearly labelled at home with the student's grade, homeroom teacher name, and student first and last name. Bins will be available at the front entrance for drop-off.

### **Guidelines and Instructions for Access**

Please review the attached PDF for further instructions and requirements in order to access our school for the safe and efficient retrieval of personal items.

**Parents/guardians and/or students are expected to:**

- Review and follow the attached requirements document;
- Arrive at the school prior to the designated time;
- Conduct self-screening measures;
- Respect physical distancing requirements;
- Provide identification if requested;
- Retrieve their own belongings; and
- Exit school property promptly.

On behalf of our school team, we thank you in advance for your cooperation and assistance to facilitate the safe and efficient retrieval of student belongings from our school. Please continue to stay safe and do not hesitate to contact our school team if you have any questions about your child(ren)'s education and/or the retrieval of items.

Sincerely,

<PRINCIPAL NAME>

Principal

<SCHOOL NAME>